

SWEET BRIAR COLLEGE

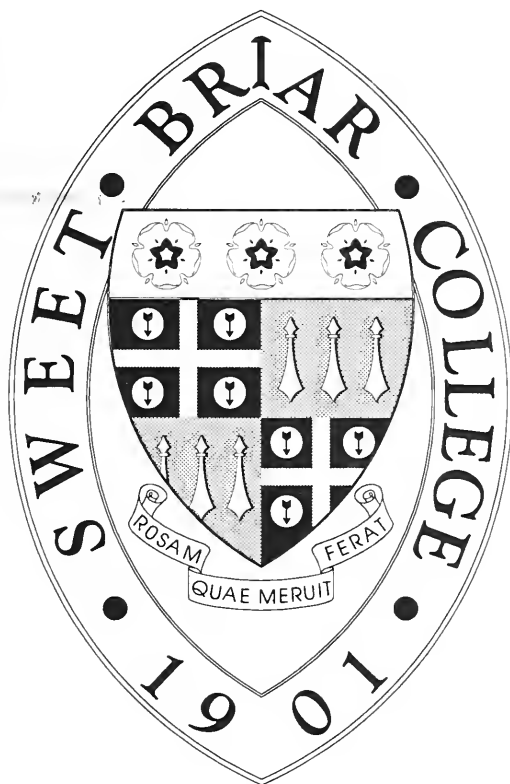


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SWEET BRIAR COLLEGE

1996-1997

Student Handbook



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...e who has earned the rose may bear it."

Sweet Briar College

Sweet Briar, Virginia 24595

This publication offers general information and includes some College policies. Consult the College catalog and/or academic rulings, which are on file in the Dean's Office and the Library, as the final authority on all academic policies. Contact the Dean of the College or the Dean of Academic Advising and Co-Curricular Life for further clarification.

PRESIDENT'S MESSAGE

This will be my first year at Sweet Briar, a college I have known about all my life as both an excellent educational institution and a very beautiful community that inspires loyalty in its inhabitants. I suspect that you share my anticipation as we begin what is bound to be a year of lasting importance in each of our lives. We ourselves, individually and collectively, hold the power to make our experience at Sweet Briar intellectually rich and emotionally compelling.

Each year, the individuals who constitute the student body from freshmen to seniors, along with each member of the faculty and each staff member, create a community that is little different from the ones that went before and from the community that will be next year's Sweet Briar, because each year the mix of individuals who comprise Sweet Briar is different. The codes of conduct that will guide us, and the governance and social structures that will shape us into our unique Sweet Briar are outlined in this handbook. Of particular importance is the Academic Honor Code, the system that governs the integrity of our intellectual and creative work. Read it carefully.

As I get a chance to meet and talk with each of you, I hope you will take the time to tell me your feelings about our community. Together, we can make it better with every passing month.

Welcome!

Elisabeth S. Muhlenfeld
President

EXECUTIVE COMMITTEE OFFICERS



KATIE GUMERSON
SGA President



SARAH BETZ
SGA
Vice-President



MALEKA NEWSOME
SGA Treasurer



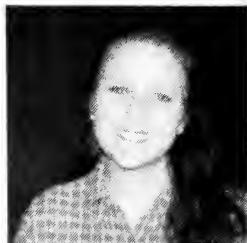
KINDLE SAMUEL
SGA Secretary



LISA DUCHARME, Judicial
Committee Chair



ALISON HALL, Social Violations
Hearing Board Chair



ANN MACDONALD
Academic Affairs Chair



KERRI RAWLINGS
ORIENTATION CHAIR



DARELLE PFEIFFER
Resident Life Staff Chair



KATE HALL, Social
Activities Board Chair

CLASS SYMBOLS

The Class of 1997

Motto: Honor ante honores
(*Honor before reward*)

Colors: Peacock blue and green

Emblem: Peacock

The Class of 1998

Motto: Ne obliviscamur
(*Lest we forget*)

Colors: Green and black

Emblem: Oak Tree

The Class of 1999

Motto: Spectamur Agendo
(*We are proven by our actions*)

Colors: Delph blue
and black

Emblem: Lion

The Class of 2000

Motto: Factum non verbum
(*Actions not words*)

Colors: Purple and gold

Emblem: Swan

SWEET BRIAR SONG

*Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!*

*Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!*

*Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!*

Table of Contents

Sweet Briar's Mission.....	3
Historical Sketch.....	3

Section I: Student Government Association

Student Petition.....	5
SGA Constitution.....	5
Honor System.....	23
Due Process Summary.....	29
Students' Rights.....	30
SGA Rules.....	31
1996-1997 SGA Officers.....	33
Honorary Organizations.....	35
Clubs and Organizations.....	38
Committees.....	41
Publications.....	43
Directory of Club and Organization Officers.....	44

Section II: Residence Life & Housing

Terms and Conditions of College Residency.....	48
--	----

Section III: College Services

Health and Counseling Services.....	74
Religious Life Services.....	75
Campus Police.....	76
Vehicles.....	77
Food Services.....	81
Campus Services.....	83
Book Shop	
Post Office	
Laundry and Dry Cleaning	
Information Center	
Intra-Campus Mail System	
Recreational and Campus Facilities.....	84
Communications and Transportation.....	87
Library.....	89
Art Galleries.....	91

Section IV: College Policies

Sexual Harassment Policy.....92

Discrimination Policy.....93

Involuntary Withdrawal Policy.....94

Communicable Disease Policy.....94

Intercollegiate Athletic Physical Examination Policy.....94

Confidentiality of Records.....94

Statement of Compliance.....97

Statement on Discipline.....97

Class Attendance, Dropping & Withdrawing from Courses,
and Final Grades.....98

Academic Honors and Honorary Organizations.....99

Section V: General Information

Campus Offices.....105

 Office of the Dean

 Office of the Registrar

 Office of Co-Curricular Life

 Career Services

 Alumnae Association

College Officials.....107

Directory of Hours.....108

General Information.....110

 Day Student Information

 Campus Employment

 Delinquent Accounts

 ID Cards

 Property

 Public Conduct

 Married Students

 Fundraising

 Sales

 Scheduling Events

 Use of Property and Facilities

 Publicity

College Calendar.....114

Campus Map.....115

Sweet Briar's Mission

Sweet Briar is a four year, independent college whose aim is to prepare women to be active, responsible members of a world community. Its curriculum is organized on the premise that a foundation in the liberal arts and sciences is an essential means to this end. Study of the liberal arts and sciences enhances the development of critical and creative abilities, develops the ability to synthesize disparate information, equips the student for graduate and professional education, and encourages the individual to continue to learn long after leaving Sweet Briar. A broadly based academic program teaches her to view her experience within wider contexts, to appreciate the achievements of the past, to understand the methods and major theories of science, to gain an appreciation of the arts, and to communicate with precision and cogency. At Sweet Briar this study takes place within a residential environment that encourages physical well-being, ethical awareness, sensitivity to others, responsibility for one's actions, personal initiative, and the assumption of leadership.

Sweet Briar continues its commitment as a women's college in order to devote all of its resources to the education of women in the full range of the liberal arts and sciences, including those subjects that have been traditionally considered as male domains. The faculty teach individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and the improvement of skills for life and livelihood. A highly qualified faculty, committed to undergraduate teaching of the highest standards, contributes to fulfilling these goals. The College continues to seek a diverse student body which is drawn from a national and international pool of applicants. As an independent college, Sweet Briar possesses the flexibility to respond to the many challenges that face higher education in a rapidly changing world.

Historical Sketch

Sweet Briar was founded on the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation, and half of one million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that, "It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."

The first Board of Directors determined that the College should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September, 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses leading to teaching certification in the State of Virginia and 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949. A chapter of Pi Gamma Mu, the international society in social sciences, was established in 1983.

The affairs of the College are managed by a self-perpetuating Board of Directors consisting of no more than 32 members elected annually. The Directors include the President of the College, the President of the Alumnae Association, four alumnae nominated by the Alumnae Association, and three alumnae from successive graduating classes.

Sweet Briar's presidents have been: Dr. Mary Benedict, who held office from the opening in 1906 until 1916; Dr. Emilie Watts McVea, who served from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whiteman, Jr. from 1971 to 1983; Dr. Nenah E. Fry from 1983 to 1990; Dr. Barbara A. Hill from 1990 to 1996; and Dr. Elizabeth Muhlenfeld, who began her administration as ninth president of the College in 1996.

Section 1

The Student Petition (October 17, 1906)

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned before the President and the Faculty for legislative and executive control in non-academic matters.

The faculty, on October 20, 1906, endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes. While the college grants these privileges to the Student Government Association, the college reserves its right to bring disciplinary action in any circumstance where a student or group of students have violated college policies or regulations.

The Student Government Association, on March 29, 1985, proposed that faculty approval of Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion (see Section VI, B for approval process).

Constitution of the Student Government Association of Sweet Briar College

Introduction

The charter of Sweet Briar College grants to the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility

for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.

3. The Student Government Association, through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:

a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).

b. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).

4. As the chief executive of the College, the President has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal is made.

Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originate with and is delegated by the Board of Directors and

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and

Whereas, in addition to meeting fully its obligations of nondiscrimination under federal and state law, the college is committed to supporting a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs.

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society,

We do hereby adopt the following Constitution and By-Laws.

Article I – Name

The name of the organization shall be the Student Government Association of Sweet Briar College.

Article II – Purpose

The purpose of this organization shall be to:

1. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to

impart to its students such education in sound learning and such physical, moral and religious training as shall in the judgment of the directors best fit them to be useful members of society.

2. Promote the highest standards of honor and integrity in all phases of college life.
3. Coordinate and promote student activity within the community.
4. Provide a forum for the expression and discussion of student opinions and sentiment.
5. Complement the educational aspects of student life.
6. Advance the spirit of loyalty to the College and its undertakings.

Article III – Membership

A. All students at Sweet Briar College shall be members of the Association.

B. The rights of the members of the Student Government Association include:

1. The presentation of petitions, appeals against the decisions of the Executive Board, or proposals for amendments to the Constitution and By-laws. Such petitions, appeals, and proposals must be considered by the Executive Board.
2. Participation in campus discussions.

Article IV – Legislative Powers

SECTION A

The legislative powers of the Association shall be exercised by the Association as a whole.

SECTION B

These powers shall be to:

1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
2. Approve amendments to the Constitution and By - Laws of the Association.
3. Propose and discuss rules and regulations which must be referred to the Executive Board prior to a vote.

SECTION C

The Association reserves the right to change rules and regulations within its authority at any time during the academic year.

ARTICLE V– Executive Powers

SECTION A

The executive powers of the Association shall be exercised by the Executive Board.

SECTION B

1. The membership of the Executive Board shall consist of the following officers of the Association:

- a. The President, Vice-President, Secretary, and Treasurer of the Student Government Association, who shall also be the officers of the Executive Board.
- b. The Chair of the Judicial Committee.
- c. The Chair of the Social Violations Hearing Board.
- d. The four class Vice-Presidents.
- e. The Chair of the Social Activities Board.
- f. The Chair of the Academic Affairs Committee.
- g. The Day Student Representative.
- h. The four class Presidents, nonvoting.
- i. The Publications Board Representative, nonvoting.
- j. The Chair of Residence Life Staff.
- k. The Varsity Sports Council President, nonvoting.
- l. The Chair of Inter-Club Council nonvoting.
- o. The Chair of the Heart Light Committee, nonvoting.
- m. The Chair of Orientation, nonvoting.
- n. The Editor of the Sweet Briar News, nonvoting.

2. The powers of the Executive Board shall be to:

- a. Administer the Association's Constitution and By-Laws.
- b. Explain to the students the meaning of the Association's Constitution and By-Laws.
- c. Consider all petitions, appeals, and proposals for amendments to the Association's Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
- d. Consider any petition or written complaint for the removal of an officer of the Association or an other activity receiving funds from the Association and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by the original electorate. When an officer is thus removed, the Executive Board shall make provision for replacement.
- e. Consider all petitions, appeals, and proposals for changes to the S.G.A. rules and regulations as stated in the Student Handbook, and refer each to the proper authority with a recommendation.
- f. Review the Association budget and recommend the same to the student body.
- g. Conduct all Association elections.
- h. Keep under constant review the Association rules and regulations and advise the President of the Association of desirable changes in connection with her annual written report.
- i. Provide copy for the Student Handbook to the Office of Academic Advising and Co-Curricular Life.

ARTICLE VI –CAMPUS DISCUSSIONS

SECTION A

Campus Discussions shall serve as the principal agent of communication between students, faculty, and administration.

SECTION B

Campus Discussions shall discuss any major policy question or matter affecting the college community which is brought to its attention by any of its members. If necessary, campus discussions will make recommendations to the proper body regarding any topics discussed.

ARTICLE VII– JUDICIAL POWERS

SECTION A

The judicial powers of the Association shall be exercised by the Judicial Committee.

SECTION B

The Judicial Committee shall consist of:

1. A student chair, to be the Chair of the Judicial Committee of the Student Government Association.
2. One representative from the freshman class, to be elected six weeks after the beginning of the fall term.
3. Two representatives each from the sophomore and junior classes.
4. One representative from the senior class.
5. The Dean of the College or deputy.
6. The Dean of Academic Advising and Co-Curricular Life and or deputy.
7. Two faculty members (elected by the faculty biannually on a staggered basis) or in the case of an unavoidable absence a substitute appointed by the President.

SECTION C

The officers of the Judicial Committee shall consist of:

1. The Chair
2. The Vice-Chair, a student, elected by the student members of the Committee.
3. The Secretary, a student, elected by the student members of the Committee.

SECTION D

The judicial powers of the Judicial Committee shall be to:

1. Have original jurisdiction in any case involving lying, cheating, or stealing.
2. Have original jurisdiction in any case in which suspension, dismissal, or expulsion might be a penalty (other than SVHB).

3. Recommend the penalties of suspension, dismissal, or expulsion from the College to the President of the College, or use their discretion to impose various penalties. These include but are not limited to: an official warning, honor probation, and suspension of pledge.
 - a. Official warning is a reprimand without further sanction.
 - b. Honor probation means that if any other honor violation occurs within the probation period, the individual will automatically be subject to suspension from the college. Probation will be recorded on the student's transcript only during the period of probation which is left to the discretion of the Committee.
 - c. Suspension of pledge entails losing the validity of one's signature temporarily in the Sweet Briar community so that the only signature considered valid is on one's personal check (i.e., proctored tests and exams, and loss of charge privileges at the Book Shop and Bistro.) Books may be checked out of the library. Pledge suspension shall be included on a transcript until six months after the termination of the pledge suspension period.
 - d. Suspension is removal from the community for not less than the remainder of the semester in which the offense occurred. The student's option to return is guaranteed. The record of suspension is left to the discretion of the Committee, depending on the severity of the case, and is not retro-active.
 - e. Dismissal is removal from the community with the possibility of returning provided that the student can give concrete evidence of improved attitude and/or demonstrate a positive use of her time while she was away. The record of dismissal will remain on the student's transcript permanently.
 - f. Expulsion is permanent removal from the community with no option to return. The record of expulsion will remain on the transcript permanently.
4. Hear cases referred to it by the Social Violations Hearing Board (i.e. lying).
5. Be advised of and review past cases concerning the accused in determining the weight of her penalty. The committee may not, however, consider or have access to this material before a verdict of guilt and innocence is reached.
6. The committee may recess a hearing in order to obtain information from additional sources. The Chair or designee will conduct this investigation, and the information will be shared with all parties in the full hearing.

SECTION E

A student tried before the Judicial Committee (or the Social Violations Hearing Board) shall be presumed innocent unless proved otherwise, and shall be guaranteed the right to:

1. Be informed in writing at least 48 hours in advance by the Chairwoman of the nature and source of the charge against her.
2. Have a fair and speedy hearing within ten academic days. (Unless either

-
- the accused or the accuser are not enrolled, ie. January Term)
3. This hearing will be conducted in a closed and confidential manner.
 4. Be confronted with her accuser and question witnesses whenever feasible. It is standard procedure to have both parties appear and testify in front of each other. However, the accused has the right to testify without the accuser in attendance.
 5. Speak in her own defense.
 6. Present evidence and witnesses who can testify as to the facts of the case.
 7. Have an advisor from within the Sweet Briar community, exclusive of the members of the Committee, who may be present at all sessions when evidence is being presented and shall have the right to speak in defense of the accused.
 8. Receive a taped transcript of the hearing.
 9. Be guaranteed the right to appeal a guilty verdict on the grounds of new evidence or faulty procedure as determined by the President and the Dean of the College after a review of the proceedings.

SECTION F—Appeals Procedure

The accused must address her appeal in writing to the President of the College within 48 hours of receiving notification of her penalty.

SECTION G

The membership of the Judicial Committee of Appeals shall consist of:

1. Three faculty members preferably from among those who have previously served on the Judicial Committee appointed for each case by the President, exclusive of those currently serving on the Judicial Committee.
2. Three students preferably from among those who have previously served on the Judicial Committee, exclusive of those currently serving on the Judicial committee.
3. The Chair of the Judicial Committee, nonvoting.
4. The Dean of the College, nonvoting.
5. The Chair shall be appointed by the President of the College from among the nonvoting members.

SECTION H

The Judicial Committee of Appeals, after hearing a case, may uphold or overturn the findings of the Judicial Committee. It may sustain, increase, or decrease the penalty. Its recommendation will be communicated directly to the President of the College who confirms the decision only in the case of suspension, dismissal, or expulsion from college

ARTICLE VIII—SOCIAL VIOLATIONS HEARING BOARD

SECTION A

The Social Violations Hearing Board shall hear all cases involving social and residence hall policy violations.

SECTION B

The Social Violations Hearing Board shall consist of:

1. A student chair, a senior, to be the Chairwoman of the Social Violations Hearing Board of the Student Government Association.
2. One representative from the Freshman class, to be elected six weeks after the beginning of the Fall term.
3. Two representatives each from the Sophomore and Junior classes.
4. One representative from the Senior class.
5. The Chair of the Residence Life Staff, nonvoting.
6. Dean of Academic Advising and Co-Curricular Life or designated replacement.
7. Dean of the College or designated replacement.
8. Chair of the Judicial Committee, non-voting.

SECTION C

The duties of the Social Violations Hearing Board shall be to:

1. Hear and adjudicate any social offenses occurring in the residence hall or elsewhere in the Sweet Briar community.
2. Recommend legislation to the Executive Board.
3. Refer cases involving lying to the Judicial Committee.
4. Conduct all hearings in a closed and confidential manner.

SECTION D—Appeals from the SVHB to the Appeal Board

The accused must address her appeal in writing to the Dean of Academic Advising and Co-Curricular Life within 48 academic hours of receiving notification of her penalty.

SECTION E

1. Any member of the Social Violations Hearing Board who was involved in the case must remove herself from the proceedings of the Appeal Board and may represent herself or the residence hall in the appeal.
2. The student must show the new evidence she has, or explain the nature of the faulty hearing.
3. Procedures during the hearing shall be the same as those of an original case.
4. The new verdict or penalty shall be recorded in the Office of Co-Curricular Life.

SECTION F

The membership of the Social Violations Appeal Board shall consist of:

1. Three students preferably from among those who have previously served on the Social Violations Hearing Board, appointed for each case by the

Chair of the SVHB.

2. Three students, preferably from among those who currently serve on the Residence Life Staff, exclusive of the Chairwoman, and appointed for each case by the Chair of the SVHB.
3. President of the Student Government Association.
4. Chair of the Judicial Committee, non-voting.
5. Chair of the Social Violations Hearing Board, non-voting.
6. Dean of Academic Advising and Co-Curricular, non-voting.
7. Dean of the College, non-voting.
8. The Chair of the Appeals Board shall be appointed by the President of the College from among the non-voting members, with the exception of the Chair of the Judicial Committee.

SECTION G

The Social Violations Appeal Board, after hearing a case, may uphold, sustain, increase or decrease the penalty. Its recommendation will be communicated directly to the President of the College who confirms the decision only in the case of suspension, dismissal, or expulsion from the college.

ARTICLE IX—AMENDMENTS

SECTION A

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a special committee appointed by the President of the Student Government Association.

SECTION B

1. All proposals if approved by the Executive Board shall be studied and approved by the College Council and then shall be referred, with recommendations and/or proposed amendments, to the Student Government Association.
2. Amendments must be published in the Sweet Briar News or otherwise publicly circulated at least two weeks prior to a final vote by the Association. Editorial changes may be made by either body subject to approval by the Executive Board or Executive Committee. Substantive changes must be referred back to the Executive Board for resubmission to the Campus Discussions and Student Government Association.
3. Final adoption of an amendment requires two-thirds vote of the members of the Association (where a required quorum is one-third of its membership).

BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF SWEET BRIAR COLLEGE

SECTION I – Meetings of the Association

- A. The Association shall hold meetings in both the fall and spring semesters (usually immediately before Step Singing) and at other times deemed necessary.
- B. Students are expected to attend Student Government Association meetings at which a quorum shall consist of one-third of the members of the Association.

SECTION II–Executive Branch

A. Executive Officers

- 1. The duties of the President shall be to:
 - a. Call and preside over the meetings of the Association, the Executive Board, and the College Council.
 - b. Represent the students either personally or through her representative when the need arises.
 - c. Appoint special committees when necessary.
 - d. Make an annual report to the Association at the April meeting.
 - e. Make a written report to the President of the College at the end of her term of office.
 - f. Consult regularly with the Dean of Academic Advising and Co-Curricular Life, Dean of the College, President, and Vice-President and Treasurer of the College.
- 2. The duties of the Vice-President shall be to:
 - a. Perform the duties of the President in her absence.
 - b. Supervise Student Government Association elections and other elections.
 - c. Supervise all extracurricular activities of the Student Government Association.
 - d. Consult regularly with the Dean of Academic Advising and Co-Curricular Life.
- 3. The duties of the Secretary shall be to:
 - a. Record and distribute the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Academic Advising and Co-Curricular Life and President.
 - b. Attend to all the correspondence of the Association.
 - c. Serve as the chair of the Publicity Committee.
- 4. The duties of the Treasurer shall be to:
 - a. Serve as the finance advisor to the Inter-Club Council.
 - b. Administer the Student Life Fund in accordance with the budget adopted by the Association.
 - c. Prepare the initial budget of the Association in the Spring, and prepare the revised budget for approval at its October meeting, with the approval of the Executive Board, Treasurer and Assistant Treasurer of the College.
 - d. Keep a record of all monies of the Association and expend the same according to the direction of the Executive Board of the Association.

- e. Make interim reports of the finances at the request of the President of the Association or of the Executive Board.
 - f. Render to the Association at the close of the fiscal year a complete report of the year's work.
 - g. Prepare the accounts of the Association for audits supervised by the Assistant Treasurer of the College.
 - h. Serve as the chair of the Financial Committee.
- B. Meetings of the Executive Board:
The Executive Board shall meet once every week and when called by the President. These meetings shall be open.
- C. Standing Committees
1. Inter-Club Council
- a. The Inter-Club Council shall consist of: the heads of all clubs and organizations as defined in (d) below, the Chair of Inter-Club Council who shall serve as Chair of this committee, and the Treasurer of the Student Government Association who shall serve as the Inter-Club financial advisor.
 - b. The powers and duties of the chair shall be to:
 - i. Act as a coordinating person for club activities.
 - ii. Report to the Executive Board and the Dean of Academic Advising and Co-Curricular Life the approval or disapproval of any proposed club, organization, or publication or any change in name or function of these.
 - iii. Keep on file the constitution and membership of each club, organization and publication.
 - iv. Recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned.
 - v. Foster the establishment of clubs, committee organizations, publications, and interest groups needed to enrich student life on the campus.
 - vi. Maintain rosters of all student representatives to standing campus committees and report regularly to the Executive Committee on the activities of all committees, clubs and organizations.
 - vii. Approve or disapprove the allotment of funds to any club or organization.
 - c. The Chair shall call meetings of the Council. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.
 - d. Clubs and organizations shall be defined as follows:
 - i. Both clubs and organizations consist of groups of individuals concerned with working together to better the community and to further their stated purposes.
 - ii. All clubs and organizations are eligible for the Student Life Fund to sponsor their events given they follow specific guidelines set by the Executive Committee and the Inter-Club Chairwoman. Tapped clubs, however, do not receive an allotment except for campuswide events and the spring theatre production.
 - iii. Membership to clubs and organizations is open all students with the exception of tapped clubs. Tapped clubs consist of limited membership groups of individuals, chosen by current members for the pur-

pose of furthering the stated aims of the groups.

e. Club and Organization Formation and Dissolution

i. Any persons wishing to form a new club or organization must:

- a. Notify the Chairwoman of Inter-Club Council of the Student Government Association to check for any similar group—past or present.
- b. Draft a constitution or statement of purpose, membership, officers, and by-laws.
- c. Bring the constitution before Executive Board, submit a list of 10 interested members, and have a campus advisor.

ii. Any group wishing to dissolve a present club must:

- a. Notify the Chairwoman of Inter-Club Council of the Student Government Association who will take the proposal to the Executive Board.
- b. If passed by the Executive Board the proposal will be taken to the Association.

2. Social Activities Board:

- a. The Social Activities Board shall consist of: a Chair and two students from each class. The Chair will be elected during group elections. The Chairwoman of production, programming, and promotions, as well as two representatives from each of the Junior, Sophomore and First Year classes will be elected during group elections. Also, through an application process, one Senior, two Juniors, two Sophomores, and two First Year students will be chosen as representatives.
- b. Its power and duty shall be to sponsor student entertainment for the Sweet Briar community.

3. Academic Affairs Committee:

- a. The Academic Affairs Committee shall consist of the Chair of the Committee elected by the Association and two student representatives elected by the sophomore class, two representatives elected by the freshman class and one representative from each major elected by the department.
- b. The purpose of the Academic Affairs Committee shall be to elicit suggestions and make recommendations for improvement of the academic program.
- c. The duties of the committee will include electing two members (in addition to the Chair) to serve for the academic year on the Committee on Instruction.

4. Heart Light Committee

- a. The Heart Light Committee shall consist of the Chair selected in the Spring by the Executive Committee of the Student Government Association and an Advisory Committee. The Advisory Committee shall include up to four representatives appointed by the chairwoman and a representative from each class.
- b. The purpose of the Heart Light Committee shall be to unite the Sweet Briar Students who are interested in volunteering and promoting volunteerism.

D. Subcommittees

1. Orientation Committee

- a. The Orientation committee shall consist of the Chair elected by the associa-

tion, and sophomores, juniors and seniors selected by the Chair.

- b. Its powers and duties shall be those necessary to introduce new students to life at Sweet Briar.
2. Publicity Committee
 - a. The Publicity committee is headed by the Secretary of the Student Government Association, and consists of the secretaries of each class.
 - b. Its powers and duties shall be those necessary to publicize what the Student Government Association is doing. It shall also serve as the sponsor of publicity for campus activities designed to promote community spirit.
3. Financial Committee
 - a. The Committee is headed by the Treasurer of the Student Government Association and consists of the treasurer of each class and club sponsored by the association.
 - b. Its power and duties shall be to advise and assist the Treasurer of the Association and the Executive Board on financial policies, budgets and other related matters.
 - c. In addition, the committee will have mandatory meetings twice a year. Once in the Fall term to formulate the rules and regulations to be followed by each treasurer, and in the Spring term to discuss auditing procedures.

SECTION III– Campus Discussions

A. Campus Discussions will be called by the Chair:

B. Procedure:

1. Officers
 - a. The President of the Student Government Association shall preside as Chair of Campus Discussions.
 - b. All executive Committee members are required to attend.
 - c. The Publicity Committee of the Executive Committee shall oversee all advertising for the Campus Discussions.
2. Each group shall adopt its own procedural methods with the following exceptions:
 - a. Voting on any topic presented during a discussion must be deferred until the next meeting upon request of any three voting members.
 - b. The Secretary shall prepare the agenda and distribute a copy to each attendee.
 - c. All meetings shall be open unless otherwise specified by a two-third vote of the Campus Discussion voting members.
 - d. All procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote of record.

SECTION IV–Judicial Committee

A. Meetings of the Judicial Committee shall be called by the Chair if, after consultation with the Dean of Academic Advising and Co-Curricular Life and the Dean of the College, she deems it advisable. Should these three

- individuals as well as the accused and the accuser(s) agree that the matter could be resolved informally, a formal hearing shall be unnecessary.
- B. A quorum of the Judicial Committee shall be at least seven members, including at least four students and three non-students. If necessary, a substitute student, preferably one who has previously served on the Judicial Committee, may be designated by the Chair.
- C. The Judicial Committee Officers:
1. The duties of the Chair of the Judicial Committee shall be to:
 - a. Conduct meetings of the Judicial Committee.
 - b. Serve on the Social Violations Hearing Board in an advisory capacity.
 - c. Serve as a voting member of the Executive Board.
 - d. Conduct investigations of all charges within the jurisdiction of the Committee brought against any student or students.
 - e. In case of a disciplinary meeting, present the facts, including evidence and witnesses, as revealed by the investigation.
 - f. Advise any student involved in a disciplinary hearing of her rights as defined in Article VII, Section E of the Constitution.
 - g. Within the limits of confidentiality, explain to interested persons any decisions of the Judicial Committee.
 2. The duty of the Vice-Chair of the Judicial Committee shall be to perform the duties of the Chair in her absence.
 3. The duties of the Secretary shall be to:
 - a. Record on tape and keep a permanent written summary of all proceedings of the Judicial Committee and file copies of the same with the Dean and the Dean of Academic Advising and Co-Curricular Life. Taped records will be destroyed after the appeal period has ended.
 - b. Prepare a report of all cases brought before the Committee, and, at the Committee's discretion, post the cases on the Judicial Committee board.
- D. The duties of the student members of the Judicial Committee shall be to interpret the Honor System and facilitate its workings in every way possible.
- E. Each year the Judicial Committee shall adopt its own procedural methods and choose its own officers from among its members with the following exceptions:
1. The Chair shall be the Judicial Chair of the Student Government Association and, in her capacity as Chair of the Judicial Committee, she shall serve without vote except in case of a tie.
 2. The Vice-Chair and the Secretary shall be students.
 3. All judicial matters shall be decided by secret ballot.
 4. All procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

SECTION V—Social Violations Hearing Board

- A. Meetings of the Social Violations Hearing Board shall be called by the

Chair if after consultation with the Dean of Academic Advising and Co-Curricular Life or his/her deputy, Dean of the College or his/her deputy, the accuser(s) and accused, she deems it advisable. Should these individuals agree that the matter could be resolved informally, a formal hearing shall be unnecessary.

- B. A quorum of the Social Violations Hearing Board shall be at least 5 students and one non-student. If necessary, a substitute student member who has previously served on the Social Violations Hearing Board may be designated by the Chair.
- C. The Social Violations Hearing Board members:
 - 1. The duties of the Chair of the SVHB shall be to:
 - a. Conduct meetings of the SVHB.
 - b. Serve as a voting member of the Executive Committee.
 - c. Serve as a nonvoting member of College Council.
 - d. Conduct investigations of all charges within the jurisdiction of the board brought against any student (s).
 - e. In the case of an actual trial, present the facts, including evidence and witnesses, as revealed by the investigation.
 - f. Advise any student involved in a social hearing of her rights as defined in Article VII, Section E of the Constitution.
 - g. Within the limits of confidentiality, explain to interested persons any decisions of the SVHB.
 - 2. The duties of the student members of the Social Violations Hearing Board shall be to judge the nature of the violation, establish a penalty, and facilitate the Board's workings in every way possible.
- D. Each year the Social Violations Hearing Board shall adopt its own procedural methods in accordance with Due Process (page 24) and choose its own officers as it sees fit from among its members with the following exceptions:
 - 1. The chair shall be the Social Violations Hearing Board Chair of the Student Government Association and, in her capacity as Chair of the SVHB, she shall serve without vote except in case of a tie.
 - 2. A secretary, if chosen, must be from among the student representatives. Her duties shall be to:
 - a. Record a tape and keep a permanent written summary of all proceedings of the SVHB and file copies of the same. The recorded tape will be destroyed after the appeal period has ended.
 - b. Prepare a report of all cases brought before the SVHB, and at the Board's discretion, post the cases of the SVHB.
 - 3. All procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

SECTION VI—Elections

A. Eligibility for Spring Elections

- 1. Class distribution of offices. The entire student body shall elect:

Government Association, the Chair of the Judicial Committee, Chair of the Social Violations Hearing Board, the Chair of the Social Activities Board, the Chair of the Academic Affairs Committee.

- b. From the rising junior class, the Secretary and Treasurer of the Association, and from the rising Sophomore, Junior or Senior Class, Chair of the Orientation Committee.
2. Each class shall elect its Judicial Committee and Social Violations Hearing Board representatives as follows:
 - a. From the rising senior class, one.
 - b. From the rising junior class, two.
 - c. From the rising sophomore class, two.
 - d. From the freshman class, one.
3. Additional elections shall be:
 - a. Major representatives from each department shall be elected for the Academic Affairs Committee from the rising junior or senior classes.
 - b. Chair of Social Activities Board Subcommittees and members from each class.

B. Guidelines for Nominations

1. To be a candidate for an elected office, a student must submit her name at a time and place designated by the Vice-President of the Student Government Association. Those students who are away in their junior year may either nominate themselves or be nominated by resident students.
2. All nominations will be sent to the Dean of Academic Advising and Co-Curricular Life. If the Dean should question the student's eligibility for extracurricular activities, he/she will consult with the Vice-President of the Student Government Association concerning the matter. (i.e. class standing or grade point average)
3. Candidates of the different group elections will be asked to participate in an open panel discussion once the candidates' statements have been approved and posted.
4. Student Government elections shall be conducted by the Executive Committee at the time it deems best. The Vice-President of the Student Government Association sets up the election schedule with the Executive Committee. Elections should be held before the first of April.
5. All clubs and organizations shall have their officers elected by the time the Student Government Association finishes its general elections. A list of these officers is to be turned in to the Vice-President of the Association.

6. Newly-elected officers shall assume their duties in the beginning of April with the understanding that old officers complete already-begun projects and represent the students at the Spring Board of Directors Meeting, though both groups of officers will be present.
7. If a vacancy occurs in any office, an open election will be held to fill her office. If a student government officer runs for a vacated office and loses, she will then return to her original position.
8. The Chair of the Judicial Committee must have previously served as member of the Judicial Committee. The Chair of the Social Violations Hearing Board must have previously served as a member of the Social Violations Hearing Board or as a Resident Assistant. She may not serve concurrently as a Resident Assistant.

C. Guidelines for Elections

1. For each election, there shall be at least one "no vote" on the ballot. Any student running unopposed will have her name placed on the ballot along with a "no vote". If there is a majority of "no votes" another election will be called by the Vice-President of the Student Government Association after consultation with the Executive Board. For elections involving more than one position to be filled, the number of "no votes" will equal the number of positions to be filled.
2. The winner of an election in which there are three or more candidates running must have at least a ten-percent plurality of votes. In the event of a run-off election, a candidate may win by a plurality of five-percent. A simple majority suffices in a two-way race.
3. Ballots which are cast as "no preference" votes are counted toward the majority vote, whereas a ballot which contains blank or uncompleted sections forfeits its right to be counted in any office.
4. The counting of ballots shall be done by an appointed subcommittee of the Executive Board, chaired by the Vice-President of the Student Government Association.
 - a. Executive Committee members and representatives of organizations on the Committee are expected to do poll duty during elections except when such an officer is a candidate for office.
5. Any student who finds that she will not be on campus during voting hours on election day may obtain an absentee ballot from the Vice-President of the Student Government Association prior to the election.
6. In the event that two run-off elections have been held for an office, the Vice-President of the Association may make a motion to the Executive Committee that the third run-off be won by the highest majority vote.
7. A candidate is allowed by the Vice-President of the Association to have access to the numerical result of her own election. She may only know the number of votes cast for her candidacy, and she may not

SECTION VII--Amendments to By-Laws

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Government Association.

SECTION VIII--Robert's Rules of Order

Unless otherwise specified, all procedural methods adopted by the Student Government Association will be in accordance with Robert's Rules of Order.

BY-LAWS OF THE SOCIAL VIOLATIONS HEARING BOARD

A. Violations to be heard:

1. Male guest in residence after visitation hours.
2. Illegal parties in the residence halls.
3. Damage to college property.
4. Excessive noise.
5. Pets in residence halls.
6. Any activity which infringes on the rights of others in residence halls or elsewhere in the Sweet Briar Community (i.e. physical assault, verbal abuse, personal threat, damage to personal property, failure to pay student activities fee while participating in student government sponsored events, negligence, disorderly conduct, etc.).
7. Possession and/or use of controlled substance (i.e. illegal drugs, kegs in residence halls, underage drinking, etc.).

B. Penalties available to the hearing board:

1. Warning or any other penalty deemed necessary.
2. Removal of visitation privileges.
3. Fines
4. Removal of offensive property or making equipment inoperable.
5. Social probation, as defined in each case.
6. Compensatory work.
7. Recommendation to the Dean of Academic Advising and Co-Curricular Life to remove student from residence halls.
8. Recommendation to President for suspension, dismissal or expulsion.

C. The College reserves the right to bring disciplinary action in cases where the rights of others are infringed on even if the aggrieved party does not wish to participate.

HONOR SYSTEM

The Honor System, a workable system of mutual trust which has been incorporated into all aspects of life at Sweet Briar, consists of three principles of honor upon which the community operates. These principles are: the validity of one's word, the honesty of one's work, and respect for the property of others. While allowing students a greater degree of individual responsibility, the Student Government Association rules and Honor System serve to establish a cohesive sense of community living. When a student assumes this responsibility, it is believed that she will recognize the rights of others and maintain consideration for these rights. This system operates for the benefit of the whole and the individual only when each individual accepts her responsibility to the whole. **IGNORANCE IS NO EXCUSE.**

The Honor System is based on the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. The Honor System at Sweet Briar College is constructed so as to uphold these three principles which we believe to be the core of individual and community honor:

1. Integrity of one's word.
2. Respect for the property of others.
3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests and examinations).

Each student is required, under pledge, to adopt these standards and to uphold them during the duration of her career at Sweet Briar.

After passing the Student Government Association test at the beginning of her first year at Sweet Briar, every student is expected to sign the Honor Pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

EACH TIME A SWEET BRIAR STUDENT SIGNS HER NAME TO ANYTHING, SHE ACKNOWLEDGES HER PROMISE TO UPHOLD THE HONOR PLEDGE.

I. Sweet Briar Honor Pledge

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

In order to avoid external controls as much as possible, we depend upon certain means of self-enforced discipline:

1. The student must report herself for any infraction of the Sweet Briar Honor System. If there is cause to think that specific infractions are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.
2. The student is first of all responsible for her own behavior. If she has reasonable knowledge of a breach of the pledge, she is honor-bound, by her signature, to ask the offender to report herself. If the offender fails to report herself, it is within another student's power to report to the proper Student Government Association officer. Signing the pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.
3. Students are reminded that, once a Judicial case has been decided, there is to be no further discussion by those directly or indirectly involved.

Any infraction of the Sweet Briar Rules and Regulations which involves lying, cheating, or stealing is considered a breach of honor.

An honor regulation is one which the student has pledged herself to uphold. The student is honor-bound to report herself and to ask other students to report themselves for infractions of the honor regulations. Such infractions will be considered honor offences and as such will be punished with severity.

Students should realize that every other student has the same obligations to the community in upholding the Honor System. Personal feelings and/or relationships should have no bearing upon fulfilling this responsibility. In maintaining the spirit of an honorable community and of a just judicial system, students must respect the decisions made by the

Judicial Committee, a body elected by the students. Breaking this spirit may serve to alienate the individual or create disturbance or uneasiness among the community.

II. Academic Honesty

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore, principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

A. Examinations and tests

1. All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. (As a reminder to all students, each is required to sign a printed pledge on every examination that she takes. In addition, on every paper and test, each student is required to write "I PLEDGE" in addition to signing her name.)
2. Only those materials needed for the examination may be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

B. Papers and Plagiarism

1. The presentation of the words or ideas of another as one's own work is plagiarism. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own, is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the people who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were her own, even if she changes the phrasing their originator used to express them. The student may use another person's work only if due credit is given.
 - a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.
 - b. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by a footnote specifying the source. Acknowledgement must be made even though the student expresses the ideas and facts in words different from the source.
 - c. A footnote must be used to show exact source. A quoted passage

may range from a single word to a phrase, sentence, paragraph, or series of paragraphs.

- d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots (...) should be used to indicate the omitted portion.
- e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square ([]) brackets

2. Examples of the dishonest use of material follow:

- a. This is a paragraph from *THE RISE OF AMERICAN CIVILIZATION* by Charles A. and Mary Beard:

"When the first Continental Congress assembled in Carpenter's Hall in Philadelphia, it was found that many of the ablest men in America had been sent to speak for the discontented groups in the colonies. Some were bold: Gladson of South Carolina was for an immediate attack on General Gage in Boston. Others were cautious: Dickinson of Pennsylvania thought that a respectful petition to the king would restore harmony; Washington, like Cromwell before him, apparently awaited the decree of Providence."

The following is not an exact copy of the original, but it contains some phraseology which was formulated by the Beards and which therefore belongs to them. To hand in as an original paper one containing this paragraph without giving credit to the Beards would be dishonest:

Among the members of the first Continental Congress, which met in Philadelphia in 1774, were some of the most capable men in America. They *had been sent to speak for the discontented groups in the colonies*. Some of the delegates, like Gladson of South Carolina, *called for decisive action*. Others, like Dickinson of Pennsylvania, *were more cautious, believing that a respectful appeal to the king would lead to a solution of their problems*. Washington *apparently awaited the decree of Providence*.

In the following paragraph, none of the wording employed by the Beards remains, but the whole framework of the paragraph, the ideas, and their arrangement, has been retained. The inclusion of this paragraph in a paper as if it were original work would be dishonest:

Many of the wisest men in the colonies were among the delegates of the first Continental Congress. There was a great difference of opinion among these men about what ought to be done concerning the grievances of the colonies. There were those who favored prompt decisive action. Gladson of South Carolina, for instance, advocated attacking the British troops in Boston at once. There were others who believed that a deferential appeal to the king would bring about a redressing of their wrongs. Washington seemed to be content with a policy of watchful wait-

ing for what fate had in store. No wonder that John Adams declared the Congress was part Whig, part Tory, and part mongrel.

The sum of these principles, however, is not that it is impossible to utilize the work of the Beards. The material in this paragraph may be used in several ways. In the first place, it may be quoted entirely or in part, a footnote being used to refer to the source of the quotation. In the second place, all or part of the paragraph may be used as an indirect quotation. In indirect quotation the writer does not reproduce exactly the words of his source but presents the ideas in his own words, at the same time acknowledging this indebtedness. Paragraph 3 might be used for instance, after some such introduction as this: According to Charles A. and Mary R. Beard in the *Rise of American Civilization*, many of the wisest men in the colonies were...etc." Finally, the facts in the paragraph or some of them might be used without borrowing either the phraseology or the organization employed by the Beards, credit being duly given them in a footnote.

- b. The following is quoted in its entirety from Writing Research Papers; *A Complete Guide* by James Lester:¹

Original Material

Wuthering Heights is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.

Student Version A

The most remarkable novel in English is *Wuthering Heights*. It brings forth an individual apprehension of the nature of man and life; therefore it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling. This piece of writing is plagiarism in its most deplorable form. The student has simply reversed the order of each sentence, retaining the essential phrasing. He provides no documentation whatever, which implies to the reader that these sentences are entirely his original creation.

Student Version B

Wuthering Heights is a great English novel. It is perfect in the rarest way: it provides an individual apprehension of man's nature. The artistic expression is flawless, although the content is strange and baffling.¹

¹ Walter Allen, *The English Novel* (New York, 1954), p.223.

¹James Lester, *Writing Research Papers; A Complete Guide* (Glenview, Illinois, 1967), p.48-49.

This student's version is also plagiarism, even though she carefully documents the citation. She has obviously copied almost

directly from her source, changing only a few words and phrases. Her method is neither summary nor paraphrase. This error may be avoided by direct quotation or, preferably, by scholarly paraphrase that may include some direct quotation of any striking significant or well-worded ideas.

Student Version C

Walter Allen insists that the "artistic expression" of *Wuthering Heights* is flawless. 1 Allen admits that the content is strange and even baffling, but her argues that the novel is perfect because it accurately presents "an intensely individual apprehension of the nature of man and life."2

1 Walter Allen, *The English Novel* (New York, 1954), p.223.

2 Ibid.

This version represents a satisfactory handling of the source material. The authority being cited is identified and acknowledged at the outset, the substance of his comment is well expressed in the student's own language, and a key idea in the original, one strikingly worded, is directly quoted, so as to give full credit is due. The student has been wholly honest to her source, and she has made effective use of the authority for her purposes.

3. The Judicial Committee suggests that any student who remains unclear about the proper procedure for borrowing and accrediting material should seek the advice of a professor or a member of the Judicial Committee.
4. Individual departments will distribute additional written information about potential honor violations.

DUE PROCESS SUMMARY

Written Bill of Charges

Refer to Student Government Association Constitution (Articles VII, VIII, IX).

I. Introduction to Letter of Notice:

1. State who is hearing case.
2. Place, time, date of hearing.
3. Waiting Room, if provided.

II. Charges:

1. State clearly what is being charged.
2. Who is doing the charge (person, group, Campus Police, Office of Co-Curricular Life).

III. Witnesses:

1. List names of anyone appearing at the hearing as a witness against student.
2. Request names of those the student may wish to have appear as witness in her favor.
3. Place time limit on response for witnesses and who they may respond to (Judicial Chair or Chair of SVHB).

IV. Procedure:

Instruct student how to respond to charge: (in the following way)

1. Submit response to the charges (ie. guilty as charged, not guilty as charged).
2. Present a written statement of the facts you wish to be known to the Board (optional).
3. Be prepared to make an oral statement to the Board and respond to questions.
4. Tell student who she is to address her response to, and say she is not required to testify against herself. Advise her she may speak to anyone in the Office of Co-Curricular Life to assist her in understanding her rights and the procedures of the Board.
5. State what the Range of Penalties might be for the violation.

V. Hearing Board Activities:

1. Complaint filed with the Judicial Chair or Chair of SVHB.
2. Complaint validated by witnesses or evidence through a brief investigation.
3. Written Statement of Charges issued to student(s).
4. File developed to contain written evidence, charge notification and Response to Charge.
5. Hearing Board convenes within ten academic days from notification of Chair of incident.
 - a. Read file material (optional).
 - b. Introduce all students involved in case and the members of the Board.
 - c. Read the charges aloud and ask how the student pleads: guilty or not guilty.
 - d. Present evidence and ask witnesses to make statements sup-

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- porting charges.
- e. Advise the student she has the opportunity to make a statement at this time.
 - f. Student makes statement.
 - g. Student's witnesses may make a statement.
 - h. Questions may be asked by the Board to clarify statements made.
 - i. Questions may be asked by anyone involved in the case.
 - j. All guests asked to leave room while Board deliberates the verdict; written ballot for decision preferred, but optional.
 - k. Board reconvenes so all interested may hear verdict and penalty, if any.
 - l. Explain how the penalty is to be carried out and monitored.
 - m. Board dismissed-next case.
 - n. Written decision of Board filed with Office of Co-Curricular Life.
 - o. In unusual circumstances, the Board may postpone a decision pending further information.
 - p. Failure of the accused to appear will result, at the discretion of the committee, in the case being heard in the accused's absence.

STUDENTS' RIGHTS

Joint Statement On Rights and Freedoms of Students

A Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges and a number of other associations concerned in higher education in 1969, has been adopted by the Board of Directors of Sweet Briar College subject to certain provisions and stipulations relevant to the educational purposes and administrative system of Sweet Briar College. Copies are available in the Office of the President, the Office of the Dean, and the Office of Co-Curricular Life.

STUDENT GOVERNMENT ASSOCIATION

RULES

All regulations, in this and other sections of the Handbook are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS.

Regulations Governing Extracurricular Activities

1. Financial Management:

- a. To cover annual dues of the various student organizations of the College, and to support other student enterprises, a Student Life Fund has been created. By vote of the student body through their various constituencies, this fee of \$125 is to be paid by every student living on campus. A \$90 fee is to be paid by all students living off campus. The monies will be collected by the College on every student's tuition bill. Failure to pay this fee by Fall Step Singing will result in having Student Government privileges taken away (i.e. publications, social events, elections, and other events supported by the Student Government Association). As of Fall Step Singing, the partaking in any privileges granted and/or funded by the S. G. A. without paying a Student Life Fee will be considered stealing from the Association, and, therefore, an HONOR OFFENSE.
- b. All organizations handling money shall maintain organization accounts in one of the local banks.
- c. The accounts of the Student Life Fund shall be audited at least three times a year by the comptroller of the College, at the scheduled time agreed upon by the Treasurer of the College. All organizations receiving money from the Student Life Fund shall file with the Treasurer of the Student Government Association an annual report of their financial transactions at the end of the fiscal year, April 30.

2. Eligibility:

- a. Students on Academic Probation or on the Warning List are not eligible for extracurricular office.
- b. Students must have paid their Student Life Fee to be eligible to run in a Student Government Election.
- c. The following cumulative credit ratios must be attained before any student seeks one of the indicated offices below:

President of Student Government Association	2.30
Vice-President of Student Government Association....	2.30
Secretary of Student Government Association	2.30
Treasurer of Student Government Association	2.30

Chair of Judicial Committee	2.30
Judicial Committee Representatives	2.20
Chair of Social Violations Hearing Board	2.30
Social Violations Hearing Board Representatives	2.20
Chair of Academic Affairs	2.30
Academic Affairs Representatives	2.30
Chair of Social Activities Board	2.30
Chair of Orientation Committee	2.20
President of Varsity Sports Council	2.30
Chair of Campus Organizations	2.20
Class Presidents	2.20
Vice President of Classes	2.20
Secretary of Classes	2.20
Treasurer of Classes	2.20
Editor of Sweet Briar News	2.30
Editor of The Briar Patch	2.30
Editor of Red Clay	2.30
Orientation Group Leaders	2.00
For all other offices	2.20

- d. If a junior or senior wishes to run for an office in one of the three groups and does not meet the minimum required G.P.A., she may run for the office if the necessary G.P.A. is obtained by dropping one semester's grades. They may do this provided that their cumulative G.P. A. meets the Dean's Office overall requirement (2.000). If a student's GPA falls between 2.2 and 2.0 for reasons of learning disability, the student should petition the Dean of Academic Advising and Co-Curricular Life for permission to run.

STUDENT GOVERNMENT OFFICERS

1996 - 97

Executive Board Members

President	Katie Gumerson
Vice President	Sarah Betz
Secretary	Maleka Newsome
Treasurer	Kindle Samuel
Judicial Chair	Lisa DuCharme
SVHB Chair	Alison Hall
Orientation Chair	Kerri Rawlings
SAB Chair	Kate Hall
Residence Life Staff Chair	Darelle Pfeiffer
Inter-Club Council Chair	Katie Clarkson
Heart Light Committee Chair	Lindsey Rollenhagen
Varsity Sports Council, President	Cristy Jordan
<i>The Sweet Briar News,</i> Editors	Kelly Dize; Jennifer Lee
Day Student Representative	To be elected

*plus class Presidents and Vice-Presidents

Class of 1997 Officers:

*President	Margaret Jenkins
*Vice President	Elizabeth Hunter
Secretary	Amy Campbell
Treasurer	Kara Vlasity
Judicial Representative	Katie Clarkson
SVHB Representative	Jessica Hiveley
SAB Productions	To be elected
SAB Programming	To be elected
SAB Promotions	To be elected

Class of 1998 Officers:

*President	Charlotte Rognmoe
*Vice President	Marnie Tokaruk
Secretary	Brit Shienbaum
Treasurer	Alison Gerber
Judicial Representatives	Charlotte Higgins
SVHB Representatives	Jayme Calabrese
SAB Representatives	To be elected

Class of 1999 Officers:

*President	Kelley Dize
*Vice President	Melissa Henning
Secretary	Erin Vlasaty
Treasurer	Amy Gibbs
Judicial Representatives	Megan Butt Lindsey Hicks
SVHB Representatives	Jennifer Lee Heather McLeod
SAB Representatives	Tina Hansel Shannon Weisenberg

Judicial Committee Members:

Chair	Lisa DuCharme
Senior Representative	Katie Clarkson
Junior Representatives	Charlotte Higgins
Sophomore Representatives	Megan Butt Lindsey Hicks
First Year Representatives	To be elected

Social Violations Hearing Board Members:

Chair	Alison Hall
Senior Representative	Jessica Hiveley
Junior Representative	Jayne Calabrese
Sophomore Representatives	Jennifer Lee Heather McLeod

HONORARY ORGANIZATIONS

A. Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interest, scholarly achievement, and promise of intellectual growth. The number of seniors elected to Phi Beta Kappa rarely exceeds 10 percent of the class and may never exceed 15 percent. A limited number of juniors may be considered for election.

B. Alpha Lambda Delta

Alpha Lambda Delta is an honor society that acknowledges academic excellence during a student's first year in college. A chapter was established at Sweet Briar in 1991 with the intention to petition for recognition as one of 212 national chapters of Alpha Lambda Delta. To be eligible, a student must have earned a grade point average of 3.5 or higher in either term of her first year. The purpose of Lambda Delta is to promote a continued high standard of learning and to encourage superior academic achievement during a student's first year at Sweet Briar.

C. Tau Phi/Chung Mungs

Tau Phi is an honorary society consisting of juniors and seniors who have contributed to Sweet Briar through scholarship and service. The twenty members are chosen for their interest in academics, character and leadership. The club promotes intellectual growth of the College by assisting the Lectures Committee and organizing projects to further promote the principles of liberal arts education. Tau Phis are not always involved in such intellectual activities. They often enter into friendly rivalry with the Chung Mungs, and manage to get together with this ghostly club for a few events.

The Chung Mungs, an upperclass honorary society, is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. It is characteristic of this group to constantly seek new areas of activity which will benefit the College. In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and soberminded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the needs of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so happily chant, "Glory, glory, I'm a Chung Mung..."

D. Sweet Tones/Earphones

Sixteen girls from the sophomore, junior, and senior classes comprise the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Tryouts are held each spring and the following year the group entertains for various social events on campus such as the Christmas dinner, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

The second newest honorary organization on campus is also the loudest! They are known as the Earphones. The tone-deaf, loud-mouthed song lovers keep the campus singing when they rise to the occasion with a song. They do not try to imitate the Sweet Tones (no one could). They just want the Sweet Tones to remember that not everyone is blessed with a tear-jerking voice.

E. Paint and Patches/ Aints and Asses

Paint and Patches, Sweet Briar's dramatic club and oldest honorary, was organized for the purpose of creating and developing an active interest in all aspects of drama and to promote a deeper knowledge of the technique of dramatic art. P&P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus. Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The various areas of club activity include, in addition to acting and directing, scenery design, properties, lights, makeup, and costumes, providing many opportunities for membership for those interested in various branches of the theatre.

Aints and Asses, as the name should indicate, is a unique organization on campus. Its members, chosen for their wit and lack of restraint, dress in manner unorthodox and behave in manner even more so. The Aints and Asses were originally formed to parody Paint and Patches productions, but now, being masters of comedy, the Asses perform original skits during the year to entertain students. When spring arrives, one can see them out in full force, blowing their whistles to keep students from trampling the grass.

F. Bum Chums/ Q.V.'s

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Step Singing as the Bum Chums tap their ten new members. In addition to an interest in furthering good Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College. Throughout their junior year

the notorious ten" serve as useful members of the community. As a service organization, the Bums have sponsored the Bloodmobile, the Christmas Bazaar, a foster child, and numerous service projects. Not least among their projects is the famed show, the Bum Chum Inn. Also, the Bum Chums make a fun-loving effort to harass their rival group, the secret Q.V.'s.

When chosen to be a Q.V. one is not taking on a new job but continuing her interests and work for her class. The members of this sophomore honorary society are elected by their classmates in the spring of their freshmen year for the spirit and enthusiasm they have displayed. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward. Their purpose is to promote class spirit and their names are kept secret until Spring Step Singing their sophomore year.

G. Taps -n- Toes

A newly elected tap club in the 1986 - 87 school year, its members have to work hard, as it is the only dance club on campus. One does not need to know how to dance in order to be a member. Membership is based on one's interest in dance and dance related activities. Once tapped, the new member is expected to help with any concerts or shows which are performed each year; i.e. costumes, backstage, lights, or ushering. Working on community projects is also a part of Taps -n- Toes. Such projects include, car washes, cookie sales, variety shows, and teaching children at neighboring schools the art of dance

H. Psi Chi

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Membership is open to Sweet Briar students who have registered for major or minor standing in psychology, have completed 8 semester hours in psychology, are ranked in the upper 35% of their class in general scholarship and have earned an average grade of "B" in psychology courses.

I. Sigma Delta Pi

In May 1990, the new Rho Omega chapter of Sigma Delta Pi, the National Collegiate Hispanic Honor Society, was installed at Sweet Briar College. Ten juniors and seniors were inducted as Charter Members of the society. Students are selected for membership in Sigma Delta Pi based on their academic record in general and on their continued interest and involvement in the study of Hispanic literature and culture.

CLUBS AND ORGANIZATIONS

A. Alternatives

This organization seeks to build bridges of understanding between the homosexual and heterosexual communities through a support group and campus wide programming.

B. Amnesty International

This group is affiliated with the national organization and works with human rights issues.

C. Circle K

This group is affiliated with Kiwanis and sponsors community service projects and meetings/programs with other Circle K organizations.

D. College Republicans

Organized to stimulate campus interest in current political affairs, the College Republicans are active in the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and socials with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects.

E. Collegium

This club is open to all students who are interested in the classics.

F. French Club

The French Club was formed to bring together students interested in France, its people, and its culture. Throughout the year the club sponsors several social gatherings, films and lectures, as well as "la table française," a table in the dining hall for those who wish to engage in informal French conversation during lunch. "Vive la France !"

G. German Club

The German Club was formed to provide interested students with the opportunity to speak German outside the classroom and to become acquainted with the history and culture of the country. The club's activities include: trips to a German restaurant, films and speakers, picnics, a monthly conversation-game hour, slides and travel lectures by students, Christmas caroling and other holiday celebrations, gatherings with students and faculty from VMI and W & L, and a traditional German dinner. There is also a German table in the dining hall each week, at which students from beginning to advanced levels hold informal conversations with the department. All interested students are encouraged to participate in the club's activities, in order to create an atmosphere of *Gemutlichkeit* among

the German-speaking community.

H. Habitat for Humanity

This committee coordinates volunteers for work on building houses for low income families in the Amherst community.

I. Inter-Varsity Christian Fellowship

A Christian fellowship organization which plans programs and activities for students, IVCF also conducts regular prayer, discussion, and meditation meetings.

J. Italian Club

The Italian Club was formed in 1969 in response to the growing interest in the heritage of modern Italy, its culture, its language, and its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, lectures and films, informal social gatherings, and an Italian table in the dining hall every week for informal conversation over lunch.

K. Nations United

This club was founded to promote international issues and cultures on the Sweet Briar campus. They regularly sponsor programs, field trips, and other activities. Members of the Sweet Briar community are invited to join this club.

L. Phi Alpha Delta

Phi Alpha Delta Law Fraternity, International (PAD) is the world's largest fraternity composed of law students, pre-law members, practicing attorneys, legal educators, leading jurists, and prominent elected officials. Almost one out of six attorneys in the United States is a member of PAD. This organization is for all students interested in pursuing careers in the legal field and in public leadership.

M. Psychology Club

This group is made up of students interested in further study in the field of psychology.

N. Spanish Club

The Spanish Club enables professors and students who are interested in the culture and language of Spain and Latin America to participate in various informal activities. Activities include slides and lectures by students who recently studied and travelled abroad, films, Scrabble games in Spanish, holiday celebrations, a trip to Washington, D.C. for sightseeing and a Spanish meal, and a weekly discussion table in the dining hall during lunch.

O. Student Music Council

The Student Music Council was organized to provide music awareness and serve to get students on campus involved in the many aspects of

music. S.M.C. also supplements the Babcock Season with pre-concert lectures and provides services for the music department performances. In addition, the Student Music Council will provide transportation to concerts in the area and support Sweet Briar groups that wish to perform off-campus.

P. Sweet Briar Radio Station

Sweet Briar's campus radio station can be found on 1420 on your AM dial. It is a commercial station which grants flexibility to a variety of music to the likings of the student body. It is operated Sunday-Friday. The local Amherst station shares the same frequency in the mornings and afternoons. SBC students have the opportunity to gain hands-on experience in communications and advertising. The studio is located on the first floor of Reid.

Q. SWEEP

This club exists to help promote the recycling program and highway clean-up campaign for the campus.

R. Tour Guides & Overnight Hostesses

Tour Guides and Hostesses serve a vital function to the Office of Admissions in presenting the College to visitors and also in sharing with the Office of Admissions their impressions of prospective students. The prospective student's visit with the guide and/or hostess is often a determining factor in her reaction to Sweet Briar.

Tour Guides show prospective students and other guests around the campus and assist the Office of Admissions in its recruitment efforts. A chairwoman, who is appointed by the Office of Admissions, coordinates the activities of the guides. First-year students are eligible to be guides after the Fall term. Anyone who is interested in being a Tour Guide should contact the Admissions Office.

Student Hostesses are headed by the Overnight Hostess Chairwoman. Hostesses entertain prospective students who wish to spend a night in the residence halls. Those who are interested in being a Hostess may volunteer at the Office of Admissions in the early fall. The Chairwoman is responsible for placing the prospective student with a hostess.

S. Turning Points

All Turning Point students are members of this club which exists to promote unity, offer support, and to provide opportunities for social gatherings and charitable contributions in the local community.

T. Unity

The purpose of Unity is to promote multi-cultural social and educational programs while providing a structured group for student interaction and an efficient vehicle for soliciting opinions from students. Membership in Unity is open to all members of the Sweet Briar College community.

U. Varsity Sports Council

The Varsity Sports Council is composed of one representative of each varsity sport and one faculty member from the Physical Education Department, who serves as a liaison between the Council and the Department. The Council serves as a forum where coaches and players can come together to discuss varsity issues, raise funds for team travel, meet with prospective student athletes who visit the campus, and assist with the organization of the annual varsity awards ceremony.

V. Young Democrats

The Young Democrats is geared towards enhancing political awareness at Sweet Briar, generally from a more liberal perspective. The club is part of the Virginia Young Democrats consisting of college and teen clubs statewide. The Sweet Briar Young Democrats have assisted in local and state campaigns, sponsored films and bake sales on campus, and held social events with other colleges in Virginia. They also participate in annual workshops on the facets of politics. The Sweet Briar Young Democrats encourage those with an interest in politics to attend their monthly meetings and participate.

COMMITTEES

A. Arts Committee

This committee, which is composed of faculty and students, plans the College's concert series (Babcock Season) for the entire year. Student representatives are nominated for the committee based on their involvement with the arts and are elected by the Arts Committee.

B. Career Planning Committee

This committee is composed of staff and elected or selected students from each class who suggest and promote career planning services and programs.

C. Chapel Committee

This committee which is composed of the Chaplain, faculty, staff and students plans programs and events to serve the Sweet Briar population in observing holidays. The committee also designs and implements programs to enrich the spiritual, moral and intellectual life of the college. Each class elects or selects students to serve on this committee.

D. Food Services Committee

This committee is composed of students and a few food services administrators. They discuss such issues as meals and special dinners. Two representatives from each class are elected or selected.

E. Health and Wellness Committee

This committee is composed of faculty, staff and two student representatives from each class. The committee serves as a forum for discussion of health related issues and as an advisory board to the health service. Members develop and assist in presenting programs on health matters for the Sweet Briar College community.

F. The Lectures Committee

The Lectures Committee is chaired by a faculty member and composed of other faculty members, members of the administration, and students. This committee asks each class to elect two representatives who will actively participate in the meetings. The students are able to propose lectures and actually be involved in the planning and introduction of these lectures to the Sweet Briar Campus. This committee also offers an opportunity for the student to work with faculty on a personal basis and to broaden her knowledge of culturally and academically notable persons.

The Lectures Committee investigates and selects the annual film series and lecturers from many proposals received from faculty and other sources throughout the year. All members of this committee have an equal vote. Being a student representative of this committee is a serious responsibility, and the benefits gained from representing your class are very rewarding.

G. Sue Reid Slaughter Committee

This committee which is composed of administrators, faculty, and students spends approximately \$20,000 of the Sue Reid Slaughter endowment income annually. The programs are designed to bring unique, unusual events to Sweet Briar College. A representative from each class is elected.

H. Heart Light Committee

This committee is composed of one representative elected or selected by each class. It is chaired by the Chairwoman of Heart Light who is selected by the Executive Committee of S.G.A. The committee's task is to enhance and promote the opportunities for Sweet Briar College students to be involved in volunteer activities in the community.

PUBLICATIONS

A. Red Clay

Red Clay is the College literary magazine. By publishing poetry, prose, art work, music or any other creative endeavor of fine quality contributed by members of the four classes and occasionally by the faculty, *Red Clay* aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers. *Red Clay* holds an annual poetry contest, "The Christie Ann Scordas Poetry Contest," and sponsors visiting poets throughout the year.

B. The Briar Patch

The Briar Patch, the Sweet Briar yearbook, is published each fall for the previous year. *The Briar Patch* staff attempts to cover all aspects of college life, especially the outstanding events of that year, to provide a permanent record and reminder of the year, and to produce a creative publication.

C. The Sweet Briar News

The *Sweet Briar News*, published by the students, is the campus newspaper. Upcoming events, reviews of events past, and issues critical to the entire Sweet Briar community are aired. All students are encouraged to join the staff, regardless of experience, and parents are urged to subscribe and keep up with campus events and opinions. Letters to the Editor are always welcome and should be delivered to the newsroom in the basement of the Chapel on Mondays.

The **Publications Board** presides over the three student publications, establishing and maintaining ethical and professional standards. Their other responsibility is the selection of editors. All candidates for editor positions must complete an application discussing their reasons, goals and qualifications and must have an individual interview with the Board. The Board members consist of current and past editors and a representative from each class.

DIRECTORY OF CLUB AND ORGANIZATION

OFFICERS 1996-97

INTER-CLUB COUNCIL

Chair ?

ACADEMIC AFFAIRS COMMITTEE

Chair Ann McDonald

Advisor Cynthia Patterson

AINTS AND ASSES

Most Illustrious Ann McDonald, Becky Moats

Advisor Steve Wassell

ALPHA LAMBDA DELTA

President. ?

Advisor Cynthia Patterson

ALTERNATIVES

Co-Chairs Melanie Vracas, Blair Wiley

Advisor Cheryl Mares

AMNESTY INTERNATIONAL

Chair Nicky Benson

Advisor Susan Lehman

ART GALLERY DOCENTS

President ?

Advisor Rebecca Massie Lane

BRIAR PATCH

Editor Sarah Betz

Advisor to be elected

BUM CHUMS

Mother Superior Jayme Calabrese

Advisor Jill Granger

CHAPEL COMMITTEE

President Melanie Criscoe

Advisor Susan Lehman

CHUNG MUNG

Most Exalted Nicole Kelleher, Ann McDonald

Advisor Susan Lehman

CIRCLE K

President Meredith Tillery

Advisor Mitch Moore

COLLEGE REPUBLICANS

President Serena Putegant

Advisor Max Graeber

COLLEGIUM (Classics Club)

President	Becky Moats
Advisor	Judith Evans Grubbs

EARPHONES

Most Monotonous	Courtney Totushek
Advisor	Rebecca Massie Lane

FRENCH CLUB

President	Sophie Simonard
Advisor	Marie-Thérèse Killiam

GERMAN CLUB

President	Stephanie Kayson
Advisor	Ronald Horwege

HABITAT FOR HUMANITY

President	Landis Addison
Advisor	James Kirkwood

HEARTLIGHT COMMITTEE

President	Lindsay Rollenhagen
Advisor	Susan Lehman

INTER-VARSITY CHRISTIAN FELLOWSHIP

Coordinator	Melisa Rothwell
Advisor	Rebecca McNutt

ITALIAN CLUB

President	Devon Vasconcellos
Advisor	Rosalia Ascari

NATIONS UNITED

President	Elisabeth Botea
Advisor	Margaret Scouten

N.O.W.

Co-Chairs	to be elected
Advisor	Jody Bart

PAINT AND PATCHES

President	Nessim Al-Yafi
Advisor	Bill Kershner

PHI ALPHA DELTA

President	Becky Moats
Advisor	Barbara Perry

PSI CHI

President	Landis Addison
Advisor	Roberta Sadler

PSYCHOLOGY CLUB

President	Kate Hall
Advisor	Roberta Sadler

PUBLICATIONS BOARD

Chair	Jen Swisher
Advisor	to be selected

Q.V.'s

Liaison	Susan Holman, Charlotte Rognoe
Advisor	Jennifer Crispen

REDCLAY

Editor	Thea Galenes
Advisor	John Gregory Brown

RESIDENT ASSISTANTS

Chair	Darelle Pfiesser
Director	Susan Iverson

RIDING COUNCIL

President.	Katrina Balding
Advisor	Susan Deal

SOCIAL ACTIVITIES BOARD

Chair	Kate Hall
Advisor	Martha Woodroof

SPANISH CLUB

President.	to be elected
Advisor	Margaret Scouten

STUDENT AMBASSADOR

Chair	Tonya Grudier
Advisor	Amy Peck

STUDENT MUSIC COUNCIL

President.	Renee Gunn
Advisor	Rebecca McNutt

SWEET BRIAR NEWS

Editor	Kelley Dize, Jennie Lee
Advisor	Dave Blount

SWEET BRIAR RADIO STATION

President	to be elected
Advisor	John Jaffe

SWEEP

President	Ann MacDonald
Advisors	Steve Wassell, Sang Hwang

SWEET TONES

Musical Director	Stephanie Pappanikon
Advisor	Rebecca McNutt

TAPS-N-TOES (T-N-T)

President	Jill Meadows
Advisor	Ella Magruder

TAU PHI

Most Wise	Alison Hall
Advisor	to be selected

TOUR GUIDES

Chair	Kindle Samuel, Katelin Chmielinski
Advisor	Rebecca Nelson

TURNING POINTS

President	Patricia Boughman
Advisor	Louise Zingaro

UNITY

President	Candince McMillian
Advisor	Lisa Johnston

VARSITY SPORTS COUNCIL

President	Christy Jordan
Advisor	Kelly Morrison

YOUNG DEMOCRATS

President	to be selected
Advisor	to be selected

Section 2

Residence Life & Housing

Terms and Conditions of College Residency

Residence area living is an integral part of the college community. It is an opportunity to grow, learn and share; a time to establish meaningful relationships, to learn more about yourself through daily interaction with others, and to accept the responsibilities and privileges of group living in a college environment. Residence area living is more than a room in a building, it's "an education".

The atmosphere within your residence area significantly influences your success and personal satisfaction in college. Each resident contributes to making residence area living a positive experience. A feeling of "community" is achieved through mutual consideration, cooperation, and responsible behavior. Community living places a great deal of responsibility on the individual for self-discipline and an awareness of the rights and needs of those individuals within the community.

The policies and guidelines that have been established in the residence areas are designed to help facilitate a harmonious community conducive to academic and personal growth. They are not intended to restrict the individual, but to insure the rights of all students to pursue their educational objectives in a healthy and safe environment.

Following are general guidelines for Residence Life. Each residence area maintains, to some degree, its own identity and, upon a majority vote by the residents, may establish additional guidelines or set higher standards than those described in this handbook.

RESIDENCE LIFE STAFF

Resident Coordinators and Resident Assistants work with students to develop a sense of community in their residence area, to insure an environment where students may pursue their interests, understanding the importance of mutual respect and consideration. Staff are also instrumental in assisting students in developing positive attitudes and behaviors to deal responsibly with the establishment of a more independent life style.

Resident Coordinators and Resident Assistants maintain a high degree of visibility in the residence areas and do so to provide assistance and guidance. Throughout the academic year, in cooperation with residents, the Residence Life Staff conducts educational programs and social activities designed to meet the needs, interests, and talents of the residents.

Coordinating the residence life staff initiative is the Director of Residence Life & Housing and the Assistant to the Director. Also on staff is the Coordinator of First Year Programs who develops and implements programming for first year resident students; this individual coordinates activities and resources in response to first year students' needs. Resident Coordinators are part time professional staff members who have particular expertise and interest in providing personal counseling, assisting with individual or group problem solving, conflict mediation, and in promoting the development of community. These staff members reside in the residence halls and are on call and available evenings and weekends.

1996-1997 Resident Assistants (RA) & Resident Coordinators (RC):

Carson	Darelle Pfeiffer, Chairwoman; Ann Barrett
Dew	Shannon Bazar, Jessica Grass, Karen Bender Sarah Dennis, RC
Grammer	Kristy Winstead, Melinda Brown, Andrea Sharets Pat Henley, RC
Manson	Kindle Samuel, Astrid Liverman, Mary Lea Martin Theresa Henley, Head RC
Meta Glass	Megan Butt, Catherine O'Brien, Amy Campbell, Megan Senecal, Marquita Belzer, Tonya Grudier Deborah Eller, RC
Randolph	Maleka Newsome, Janine Paris-Mesanko, Blake Potter, Ticia Harbour
Reid	Mishja Anthony, Catherine Zahrn (fall), Heather McLeod (spring), Lillie Vought Elizabeth Stassinis, RC

The Resident Assistant position is an excellent leadership opportunity. The role of the Resident Assistant is to be a resource and friend, to make referrals, to confront inappropriate behavior, and to develop community. Students interested in applying for this position should stop by the Office of Residence Life & Housing for additional information. The application process occurs during the early part of the spring term and consists of submitting an application and two recommendations. Each candidate participates in a group process with other candidates and in an individual interview with representatives from the current Resident Assistant staff, Resident Coordinator staff and with the Director. Final selections are made by the selections committee which consists of the Director, the current and future Chairwomen of the Resident Assistant Staff and other selected members of Residence Life Staff.

GENERAL CONDITIONS

The policies and guidelines that have been established in the Residence Areas are designed to promote and maintain a living environment which enhances a student's opportunities to prosper academically. Students are responsible for complying with all College policies and regulations included in this document as well as in the College Catalog, and the Housing Agreement.

The College has the right to revoke residency for health and safety reasons, to remove/dismiss a student whose emotional or physical health or well being is determined to pose a risk to herself, others, or the College, to seek disciplinary action for violations of rules and regulations, and for the nonpayment of bills. In addition, the College will seek financial restitution for damage to or loss of property. The Residence Agreement is binding for one academic year which includes the fall and spring semesters.

RESIDENT STATUS

Students are not permitted to live off campus unless they are enrolled as a Turning Point student or are living at home with a parent or guardian and are enrolled at the College as a day student. Students who turn 24 years of age (prior to the fall enrollment) are considered independent by the Federal Government. For this reason they are permitted to reside off campus once authorized by the Office of Residence Life & Housing. Students who believe there are circumstances which warrant an exception this rule should submit such a request in writing to the Director of Residence Life & Housing.

ENROLLMENT FEE DEPOSIT

All residents must pay their enrollment fee and pre-register for classes for the upcoming Fall semester in order to participate in the Spring Room Lottery or to reserve a space on campus as a new student. Each deposit will be applied as a credit on the student's account.

DAMAGE DEPOSIT

A \$75.00 damage deposit is required of all Resident Students. This deposit is maintained during the student's tenure in the residence areas. Any damages to College property that are found during residency or upon termination will be billed to the student. Residents will receive a monthly letter outlining all damages. We ask students to report information leading to the appropriate individual(s) responsible for the damage. We encourage students to take responsibility for the damage in which they involved themselves. The \$75 deposit is refunded only when a student's residency is terminated, in her final term, and she has followed the proper check-out procedure and no

residency damage (individual or pro-rated community) is to be assessed.

BOARD PLAN

All resident students are required to participate in the College's board plan. Special dietary arrangements, if necessary, can be made with the College's Food Service.

ROOM ASSIGNMENTS

Room assignments are made for the entire academic year. Residence must be for one academic year. Unless, however the student is completing the requirements for graduation at the end of the fall semester, entering the College for the first time at the beginning of the spring semester, spending a semester abroad, or a housing vacancy has occurred which would permit occupancy for a shorter period of time. Returning students select rooms in the spring semester during the room selection process. New students are assigned a residence during the summer, based on roommate compatibility. The Office of Residence Life & Housing reserves the right to change room assignments whenever necessary.

ROOMMATES

Living together successfully requires a willingness to openly communicate and compromise. It is essential that roommates appreciate and respect individual differences and each other's needs and rights. You are encouraged to establish mutually acceptable guidelines for living arrangements, such as use of personal property, study habits, and visitation.

TEMPORARY HOUSING

Resident students placed in a temporary housing assignment will be required to vacate from that assignment and move to a permanent housing assignment when requested to do so by the Office of Residence Life & Housing. Permanent housing assignments will be made as each space becomes available. Students will be placed in their permanent housing assignment based on their date of enrollment fee paid.

REASSIGNMENT/ROOM CHANGES

Students may not exchange rooms without prior permission from the Office of Residence Life & Housing. If roommates find they are having difficulty, the Office of Residence Life & Housing has a specific procedure which involves roommate mediation with a Residence Life Staff person. While students are encouraged to resolve concerns that may develop as they learn to live together, genuine incompatibility between roommates is sometimes inevitable. When this becomes apparent, the Residence Life Staff will assist students in securing a more appropriate living situation. Students

may at any time complete a room change form in the Office of Residence Life & Housing. Room changes cannot be guaranteed. All room changes must be coordinated through the Office of Residence Life & Housing. Any student, who makes an unauthorized room change may be subject to the College judicial process and required to return to the originally assigned room and will be assessed a minimum of a \$25.00 fine.

The Office of Residence Life & Housing reserves the right to reassign and/or consolidate residents and to fill vacancies as it deems necessary. Students must check into their residence area by the conclusion of the official opening/orientation day of their arrival for the Fall or Spring Semester. Failure to do so may result in the student losing their residence assignment. Loss of an assigned space will mean reassignment by the Office of Residence Life & Housing.

ROOM VACANCIES/ ROOM CONSOLIDATION

When a vacancy occurs in a room designed for multiple occupancy the residents have 48 hours to select a new roommate (contingent upon the time in the semester) or the Office of Residence Life & Housing will assign a new roommate. The Office of Residence Life & Housing reserves the right to consolidate vacancies. Consolidation of rooms requires students who reside in rooms where vacancies exist to move in with one another. Students residing as an individual in a room designed for multiple occupancy beyond the mid-semester point who request staying in that residency may be assessed the single room rate on a pro-rated basis.

CHANGE OF STATUS

Any resident who withdraws or whose course load is reduced to less than 12 credits must notify the Office of Residence Life and plan to check out within 24 hours. Any exceptions must be approved by the Dean of Academic Advising & Co-Curricular Life and/or the Director of Residence Life & Housing.

MOVING OUT OF A RESIDENCE AREA ROOM

Students are required to remove all of their personal belongings from their assigned room once they have terminated residency. This removal must be completed within 24 hours of terminating housing. The College is not responsible for any belongings left behind by a student. The College will enter the room for housekeeping purposes and will remove and discard any personal belongings left behind.

VACATION PROCEDURE

The residence areas close for all vacation periods. No provisions can be made for late departures or early arrivals. Residents are advised to

plan travel arrangements accordingly. In addition, students are required to vacate campus immediately following their final exams.

Vacation Periods

Thanksgiving Holiday: Residence Areas close 11/26/96 at 5:30 pm. Re-open 12/1/96 at 1:00 pm.

Semester Break: Residence Areas close 12/21/96 at 5:30 pm. (Students must vacate campus immediately following their last exam.)

J-term: Residence Areas open 1/5/97 at 1:00 pm.

Spring Semester: Residence Areas open for residents returning for spring term on 2/6/97 at 2:30 noon.

Spring Vacation: Residence Areas close 3/21/97 at 2:30 pm. Re-open 3/30/97 at 1:00 pm.

End of Year: Residence Areas close 5/21/97 at 5:30 pm. All students must vacate campus immediately following their last exam; seniors are permitted to remain in residence through commencement on 5/25/97.

STORAGE

During the academic year: The following items may be stored: luggage, trunks, appliance and computer boxes. These items must be labeled with storage tags, available from any residence life staff member or from the Office of Residence Life & Housing. No other boxes (empty or full) or personal items may be stored in attic storage during the year. Many students have reported that boxes easily collapse and store behind the bureau or bookcase, under the bed and/or carpet. Residents are responsible for following proper procedures for requesting that articles be removed from storage. A work order request form must be completed at least 24 hours in advance to ensure that you have your luggage prior to packing for a departure. We recommend that one suitcase be kept in your room for last minute travel plans.

Attics: Residence hall attics are used for storage of student or College property. During the school year, trunks and luggage are stored in attics. For safety and security reasons, any student who must go into attic storage areas must be accompanied by a member of housekeeping staff. Otherwise these areas are off-limits.

Summer Storage: As a service, the College offers storage space for certain items over the summer months for students who are scheduled to return the following fall term. Sweet Briar assumes no responsibility for damage or loss of articles left at the College to be stored. Students are strongly advised against leaving articles of value in storage. All storage is at the students' own risk. While the College will take reasonable steps to protect stored property, the College specifically disclaims any liability for theft or damage by fire, water, or other cause. Property without shipping instructions attached, which is left beyond one year in College storage by a student after her final departure from College, either through withdrawal or graduation, will be

considered abandoned and will be disposed of by the College.

The student is responsible for packing and transporting (to and from) all items to be kept in summer storage except trunks, and for ensuring that standard size boxes are properly and securely packed. Campus Police coordinates the storage of bicycles. The College does not store rugs but there are local vendors who will accommodate this need. Personal items other than trunks that are left behind in student rooms or hallways will be considered abandoned and will be disposed of by the College; any charges associated with handling/disposing of these items will be assessed to the individual or floor.

Articles must be securely packed. Items such as pillows, bed and table lamps, linens, typewriters, books and other loose articles/accessories must be packed in boxes, tied securely, and tagged with name and next year's room assignment. Each box/article for storage should have a storage tag. Students are responsible for retaining a copy of each storage tag as a receipt and for identification when claiming items in the fall. Chair/sofa cushions must be firmly tied/taped to the main portion of the frame. Since the College has no moth-proof store rooms, students are advised to use an alternate location for storage of blankets and clothes. Laundry/dry-cleaning facilities are located in the surrounding community for cleaning and storage.

All items placed in storage must remain in storage until the College re-opens for fall semester; access cannot be gained over the summer, unless in case of emergency or if the student withdraws from the College. Items which are stored must be claimed within the first week of the fall semester (unless the student is away for the term). Otherwise the items may be considered abandoned and discarded.

Trunks: Trunks may be stored in College attics and storage areas. A trunk, by SBC definition, must have handles and must be able to be secured with a lock. At the end of the year, if you want a trunk stored, it will be transported to storage for you by Physical Plant staff. Trunks and appliances/computer boxes that are intended for storage by the College must be unpacked and tagged for storage within five days after opening in September.

ROOM RESPONSIBILITY

Each resident must complete and sign the required room condition report (RCR) and housing agreement within 24 hours of occupying an assigned space. At the expiration of occupancy, these forms, when countersigned by Residence Life Staff will be a basis for assessment of any damages or losses or violations attributable to the resident. The Residence Life Staff review of the condition of the room will be final and appropriate billing/action will follow. Failure to complete this process will result in the students assuming full responsibility for damages/violations, and she may be assessed a fine.

At time of check-out, each resident is responsible for insuring the completion of the room condition report (RCR) and obtaining the signature of the residence life staff member. It is expected each room will be in reasonably good condition upon check-out.

COLLEGE ACCESS TO STUDENT ROOMS

The College recognizes residents' rights to privacy however maintains the right for its personnel to enter residents' premises for routine and immediate maintenance, in an emergency involving danger to life or property, for the purpose of health and safety inspections, general cleanliness, or when a condition is present that is prohibited by the Housing Agreement or College regulations, or when it is believed that a resident is using assigned space in a manner contrary to the provisions of the College policy. Official law enforcement agencies must have proper search warrants to enter any student's residential space in any non-emergency situation.

KEYS

Each student is issued a key at check-in which will admit her into her assigned room and any residential building while the college is in session. The one-time cost for issuing this key is incorporated as part of the check-in fees. These keys are designed to fit designated "Key Door" entrances of each residence hall as well as a number of academic buildings. Typically, these entrances are front or main entrance door. Designated "Key Doors" include:

Meta Glass: 1st floor door facing Health Center and 1st floor door facing Grammer

Reid: front door facing quad, 1st floor door facing Grammer, and 1st floor door facing Dew,
ground floor facing Reid

Dew: front door facing quad and 1st floor door facing Reid, ground floor door facing Reid

Gray *: 1st floor door facing Pannell, 2nd floor door facing Benedict, and front door facing quad

Fletcher *: outside door entering into Honors Center (ground floor)

Library *: ground floor door entering into Night Study

Randolph: 1st floor facing Pannell (leads to quad) and ground floor facing Manson

Grammer: 1st floor facing Quad, 1st floor side door facing Meta Glass, ground floor

door facing Macke Room, and ground floor door facing Chapel

Carson: south entrance facing Gray (main entrance) and porch door

Manson: side door across from Admissions House, front door

facing parking lot, right
ground floor door facing Randolph

Macke Room * (Reid Hall): side door entrance to Reid across from
Grammer

* non-residential/academic or vending space

Residents are required to carry their room and building key with them at all times as entrances to all residence areas are locked 24 hours a day. Campus phones are installed outside of each residence hall. Guests seeking access to a residence hall to visit a student should call the student on these phones. Students should not permit guests access to the residence halls if the guest is unescorted.

Each resident is issued at check-in a key to her room and the front door of her assigned hall and is responsible for these keys. Keys are also available for certain dressers and closet doors in Meta Glass. All keys issued by the College are the property of the College and may not be duplicated. The cost for the issuance of keys is incorporated into the check-in fees. The deposit is refunded when each key is returned. If room keys are lost or stolen, or failure to return keys could result in an automatic lock change with the cost assessed to the student. Loss of outside door key, or mailbox key will result in a replacement cost assessed to the student. If keys are lost or stolen report to the Office of Residence Life & Housing to complete the appropriate paperwork to get new keys.

Residents who do not return keys upon departure from the College have two weeks to return the keys. If at the end of two weeks the keys are not returned the deposit will be forfeited and the resident will be assessed the key replacement fee as well as the fee for changing the lock.

When a student is making a room change (moving from one campus room assignment to another), she must return the room key from the previous assignment and secure a room key for the new assignment. This transaction takes place at the Office of Residence Life & Housing and should be completed within 24 hours of being approved to make a room change. As above, if the key for the previous assignment is not returned or if its return occurs beyond the 24-hour time period, the student is subject to losing the deposit and will be assessed the key replacement fee as well as the fee for changing the lock.

Each student is advised to lock her room and carry the room and front door key with her at all times. Unauthorized possession, duplication or use of keys to any College premises; tampering with locks; lending room and/or building keys to another person; or unauthorized entry to or use of College premises, is not permitted and will result in a disciplinary review. Any student who is locked out of her assigned room may follow these procedures to gain entry:

1. Locate the roommate and have her unlock the door.
2. If unable to locate the roommate, contact Campus Police and request an officer to provide access to the room. Every student must present ID as proof she is a resident of the room to which she requests access. No student will be given access to a room which is not her own.

The following measures regarding use of keys should be adhered to for the safety of all residents:

- The best security a student has is a locked room. Keep room door and windows locked.
- Each resident is responsible for the keys to her room and hall. All keys issued by the College are the property of the College and may not be duplicated.
- No resident student is permitted to lend her key(s) to another person.
- Residents should carry room and building keys with them at all times. All entrances to residence areas are locked 24 hours a day.
- Do not attach personal identification to keys.
- For the safety of all residents, unauthorized persons should not be allowed entrance into any residence area. Individual rooms should be kept locked and exterior doors cannot be propped. Unauthorized entry to or use of College premises will result in disciplinary action.

CARE OF ROOM

Residents are expected to keep their room and its furnishings clean and orderly. Each resident is responsible for damage to or loss of furniture, fixtures, equipment and effects, provided to her by the College. In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss, damage or violation, the assessment and/or disciplinary consequence shall be shared equally among those assigned to the space.

Each resident room is furnished with beds and bureaus. Bed linens and blankets are not provided, however the student may elect to subscribe to a laundry rental service for these items. Each student is required to bring and use a fluid proof mattress pad. Due to storage limitations, beds and bureaus may not be removed from rooms nor may furnishings from common areas (lounges) be removed; violation will result in a \$25 fine. Charges for moving furniture back to their proper location or for the replacement costs of furnishings will be assessed against the responsible resident(s). Requests for additional furniture or for removal of certain furniture (bookcase, desk, chair) will be considered only after hallways and storage areas have been cleared from opening week. Such requests should be submitted in writing to the housekeeping staff. Mirrors must remain attached to dressers. If removed, the

responsible resident(s) will be assessed the charge for re-hanging the mirror.

Residents are responsible for personal furnishing(s) and must plan to remove them accordingly at the conclusion of the academic year or within 24 hours of when residency is terminated. Failure to remove this personal furniture will result in a \$50 fine per item.

Painting of rooms, doors, door casings inside and out is not permitted, and will result in assessment of damages. Residents shall not write or post information or material which is an invasion or violation of any individual's rights. Automatic door closures on any door cannot be removed or tampered with, and will result in assessment of repair and disciplinary action.

Residents responsible for damage or pranks to student room doors and/or locking mechanisms will face disciplinary action.

In general, damages other than normal wear and tear will be assessed to the resident(s). As a community, residents are responsible for the condition of the public common areas. Damage which cannot be assessed to the appropriate individual(s) will be pro-rated amongst the hall or floor.

HEALTH, SAFETY AND WELL-BEING

Health and Safety regulations are maintained by the College for the protection of the entire community. The well-being of the resident student cannot be ensured solely by any set of regulations as it also requires the student's acceptance of mutual accountability and respect for fellow students.

All residents are expected to respect each other's individual needs. Residents are accountable for any disturbing activity that can be heard beyond their own room and must adjust activities to within that range if asked. Roommates are mutually accountable for adherence to all College policies.

No person shall create, either intentionally or recklessly, a condition which endangers or threatens the safety or well-being of other persons or damages property; nor shall any person willingly create a health hazard or nuisance in any residence area. Failure to comply with these Terms and Conditions of the College Residency will result in disciplinary action which may include reassignment or revocation of residency.

The following specific regulations are in effect:

(Each violation will result in discipline and/or a fine)

- Candles, lanterns, incense and potpourri are prohibited. Students are liable for any injury to others and/or damage to property resulting from negligence.
- Flammable decorations such as live evergreen (i.e. fir or pine trees), streamers, mini lights, string lighting (i.e. holiday lighting) are prohibited in any residential facility.
- Failure to evacuate a building during a fire alarm will result in disciplinary

action.

- Hot plates, electric frying pans, immersion coils, microwaves and other similar cooking or heating devices are not permitted in any residence facility.
- Appliances which create an electrical problem in the residence areas are prohibited.
- Multiple wall sockets or prongs, other than 15 amp power strips, are not permitted.
- No sheets or tapestries may be hung on ceilings, over windows or as room dividers.
- Roofs of residence areas or other campus buildings are off limits with the exception of Meta Glass' "pebble beach".
- Cooking is not permitted in rooms. Cooking must be confined to common area kitchens where applicable.
- The possession of firearms, fireworks, knives, numchucks, capguns, explosives, chemicals or other dangerous weapons or substances is prohibited.
- Flammable liquids including but not limited to gasoline, turpentine, oil based paint are prohibited in all residence facilities.
- Possession of pets, with the exception of fish, turtles or hermit crabs, is a violation and will result in disciplinary action.
- Water beds and other liquid filled furniture are not permitted in any residence facility.
- Air conditioning equipment and outside radio or television aerials are prohibited in any residence facility.
- Screens may not be removed from windows.
- Residents are strictly prohibited from making structural modifications to any room.
- No changes in the electrical wiring system are permitted. Overloading of circuits must be avoided; use of a power strip is required.
- Any sports in the hallway/building, including but not limited to engaging in a "slippery slide", riding bikes, skateboards, and rollerblades are not permitted.
- Lofts of any kind are not permitted.
- Cinder blocks and bricks are not permitted in rooms.
- Residents are responsible for room cleanliness. Excessive collection of garbage or unhealthy conditions is prohibited.
- Improper use of fire exits, windows, roofs, and/or propping of doors will result in a fine.

REFRIGERATORS

Small portable electric refrigerators may be used in residence hall rooms, provided students take responsibility for acquiring, moving, maintaining, and removing them. Because of space limitations, refrigerators should not

exceed 4.5 cubic feet, weigh more than 80 pounds, or exceed 240 watts of electricity in normal operation. all appliances, including refrigerators, must bear the seal of Underwriter's Laboratories, Inc. (U.L. Listed). Rental refrigerators are available through the Office of Residence Life & Housing for a fee.

Food not stored in common kitchen refrigerators or personal refrigerators should be kept in tin boxes, screw top jars or sealed plastic containers. Bugs and pests are attracted to any food products, including crumbs.

RUGS

The majority of residence hall rooms have either wooden or tiled floor surfaces. Area rugs may be used in student rooms. The student must provide the rug and be responsible for installing, cleaning and removing the rug(s). The College does not provide storage for rugs over the summer months. Off-campus vendors are available for storage and/or cleaning of rugs.

Residents must plan to remove rugs accordingly at the conclusion of the academic year or within 24 hours of when residency is terminated. Failure to remove rug(s) will result in a \$50 fine.

WALL/WINDOW DECORATION

Thumb tacks, nails, screws, pins, stickers, contact paper, wall paper border, any tape or adherent of any kind, glue or paste may not be used to add decoration to walls. This requirement applies to public areas as well. The College has experienced damage and deterioration to property by student's use of such adherents. Students should check with Resident Assistants for recommended adhesive products. Most residence halls have molding strips furnished for students to hang or suspend lightweight accessories, pictures, and posters. Molding hooks are available in student rooms and may be purchased at the Bookstore or local hardware stores. Some rooms are furnished with towel racks installed by the College; if a towel rack is not installed in your room, you may request one be installed by Physical Plant Staff. Each student will be responsible for damages resulting from installation of personal hooks and racks.

Each room has either a window shade or mini-blind on each window. Students are responsible for providing their own rods (spring-loaded) and window covering, if desired.

FIRE SAFETY

All residents must evacuate their building when a fire alarm sounds. Failure to evacuate, causing false alarms, interference with the proper functioning of the fire alarm system and tampering with or removing fire extinguishers are serious offenses. Because such violations can be life-

threatening, individuals involved are subject to College disciplinary action including possible suspension, a significant fine assessment and possible criminal action. When responsible parties cannot be determined, residents of the residence area in which the malicious alarm or tampering took place may be subject to a collective fine.

To ensure unimpeded exit from the residence areas, all fire escapes, stairwells, hallways and ladders must be kept clear at all times. Fire escapes are only to be used during actual fires, or fire drills. Fire extinguishers are provided, especially in or near kitchen areas. Each student is encouraged to familiarize herself with how these are used. Students must not ever misuse fire extinguishers.

FIRE DRILLS

The College will conduct periodic fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded. All residents, and all guests, are expected to evacuate the residence area when an alarm is sounded, and remain outside the residence area until it is declared safe to re-enter by the appropriate College official. Resident Assistants and student fire marshals assist with fire drills and evacuation.

HEALTH AND SAFETY INSPECTIONS

The Residence Life Staff and/or Housekeeping will inspect each student room at least once per semester to insure the room is in proper condition, damage free, and in agreement with all health and safety regulations as outlined in the Terms and Conditions of College Residency. In addition to a plain view search of the room, Residence Life Staff will view the inside of a resident's refrigerator for health reasons. If items which are prohibited are found in the room [including but not limited to: toaster oven, candles, alcohol], they will be confiscated by the Residence Life Staff. Residents will be notified 24 hours in advance of the inspections and do not need to be present when the room is checked.

HOUSEKEEPING/MAINTENANCE

Members of the housekeeping staff are professionals who work in cooperation with the residence life staff and residents to ensure that the residence halls are clean and in good repairs. These staff members are not available to provide services for individual students. In the spirit of community living, residents are expected to respect housekeeping personnel and assist staff in maintaining a high quality of cleanliness. Male housekeepers will be scheduled to work in residence areas after 7:00 am except in Grammer, Reid and on the third floor of Randolph; workers will enter after 9:00 am in those areas.

If you have a request for maintenance or repair work, students can phone in the request by calling the work order line at x6789. However requests for furniture, suitcases and trunks will not be accepted via the phone; such requests must be submitted in writing at least 24 hours in advance.

PERSONAL PROPERTY

The College is not financially responsible for the loss of, or damage to, personal property. Residents should be familiar with the extent of their family's insurance or seek coverage through a supplemental policy. The College does, however, provide literature on a Student Personal Property plan coverage with an outside vendor at the individual's expense. You may inquire with the Office of Residence Life & Housing about this vendor or contact the vendor yourself at: National Student Services Inc., P. O. Box 1657, Stillwater, Oklahoma 74076.

PERSONAL TELEPHONES

SBC*Telecom provides on campus, local, and long-distance telephone service and CATV service in students' residence hall rooms. Basic on campus only telephone service is free to every student from her residence hall room. Every residence hall room has a College-provided telephone that can be used for on campus calling. For a fee of \$125 per student per year, SBC*Telecom provides local off campus and discounted long-distance telephone service, voice mail, and many other custom-calling features. The College is not responsible for billing disputes which may arise between roommate(s) and others.

CABLE TELEVISION

It is a federal offense to receive a cable television signal for which you are not properly authorized by the owner of such cable. It is also an offense to allow another party to gain access to the cable TV signal from your outlet. SBC*Telecom contracts with an individual person for cable outlet(s) located in the room indicated on the Account Contract. Any unauthorized reception discovered by SBC*Telecom will be traced back to its source, and both outlets will be deemed to be in violation of federal law. Any subscriber who is suspected of unauthorized use of cable facilities will be subject to investigation through the Sweet Briar College Judicial System and may suffer permanent loss of cable TV and a fine of up to \$250 per outlet in violation. SBC*Telecom reserves the right to inspect the integrity of its outlets.

CODE OF CONDUCT

All members of the Sweet Briar community must be responsible for

their actions and make sure these actions do not impose upon other community members. The College has the authority and responsibility to establish rules and standards which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with each student, and as much as possible, she is encouraged to resolve conflicts of individual rights and responsibilities him/herself. The College will become involved, however, when a student cannot resolve a conflict him/herself; when local, state or federal laws have been broken; when there could be or is a potential for personal harm or property damage; or when college regulations have been violated.

Sweet Briar requires students to obey local, state and federal laws. Also the College has regulations which it expects students to follow both on-campus and at college-sponsored events. The College does reserve the right to take action against students whose behavior either on or off-campus blemishes the College's general image or reputation. Students whose off-campus activities have a direct bearing on the College or members of the Sweet Briar community could be subject to disciplinary action. Also, if a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

CONFLICT MEDIATION

In order to promote understanding and the resolution of disputes without disciplinary implications, the Office of Residence Life & Housing shall implement and maintain the Conflict Mediation Program. For more information on conflict mediation, see your Resident Coordinator or stop by the Office of Residence Life & Housing.

ALCOHOL POLICY

The College's statement on the use and possession of alcoholic beverages at Sweet Briar College has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety. As noted in the College's statement, students of legal drinking age may possess and consume alcoholic beverages in her residence hall room. Common containers (i.e. beer balls, kegs) are not permitted in residence hall rooms. Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Per Commonwealth law, alcohol is not to be consumed in public areas, including residence hall lounges, hallways, stairwells, bathrooms, etc.

Sweet Briar College is committed to maintaining a healthy living and learning environment that encourages the lawful and responsible use of alcohol and discourages alcohol abuse. The College's Alcohol Policy is based upon the following objectives and premises:

- The decision to drink is an individual one that should be made responsibly, and in accordance with College, local, state, and federal regulations.
- Each individual who decides to use alcohol should do so in moderation and is accountable for her conduct. Any student who consumes alcohol accepts responsibility for her consequent behavior and may be disciplined in an appropriate fashion. In other words, being intoxicated will not be accepted as an excuse for erratic, irresponsible, and/or disruptive behavior either to one's person, or any other person(s), or to any property.
- No individual should be coerced or encouraged against her wishes to use alcohol. Non-alcoholic beverages must be available at all events where alcohol is being served or offered.
- The College is committed to providing on-going education and assistance to students regarding the use and abuse of alcohol.
- Violations of local, state, or federal laws also constitute violation of College regulations. Individuals who violate these regulations could be subject to College disciplinary action, in addition to legal consequences.

The laws of the Commonwealth of Virginia apply in all cases to the use and possession of alcohol on Sweet Briar campus. The regulations of the Alcoholic Beverage Control Commission of Virginia require:

- That you do not serve alcohol to any person whom you know or have reason to believe is under 21 years of age and that you do not allow such a person to consume any alcoholic beverage at your event.
- That you do not serve any alcoholic beverage to any person whom you know or have reason to believe is intoxicated, that you do not allow the consumption of any alcoholic beverage by such a person at your event, and that you do not allow such a person to remain in attendance at your event. As an individual host or organization host, you can be held liable for alcohol-related accidents and/or injuries.
- That those who serve alcohol at your event must be 21 years of age or older.
- Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.
- Publicity for an event may not include the availability of alcoholic beverages.

It is the responsibility of each member of the Sweet Briar College community and sponsors of any College or private event to know and comply with all pertinent State laws and College regulations; to assume responsibility and potential liability in all matters of compliance with Federal, State, County, and College regulations regarding the consumption of alcoholic beverages; and further, to help prevent any abuse or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior from themselves and their guests.

General Regulations and Guidelines

- Alcohol may not be used as a focus of membership or recruitment functions (e.g., clubs or special interest groups). In addition to internal disciplinary measures, the College will report to local law enforcement officials any conduct which may be a violation of Virginia's anti-hazing statements or alcoholic beverage control statute.
- At any event at which alcoholic beverages are served, food and non-alcoholic beverages must also be made available and readily accessible to guests for the duration of the event at the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- Alcohol may not be used as a prize for any contest, nor may there be games which emphasize drinking alcohol, i.e. drinking contests.
- The possession or use of beer kegs is not permitted in the residence halls. This includes cardboard kegs and beer balls.
- Except for College-sponsored events and College-approved private parties, the consumption of any alcoholic beverage is not permitted in outdoor or other areas open to the "public view" on the Campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).
- The consumption of alcoholic beverages is not permitted in athletic facilities or classroom buildings unless a license has been secured for an event in one of these facilities.

Individual Consumption and Responsibility: Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:

- Residence Hall student rooms
- At registered private events
- In the Bistro
- At College events where alcohol is served or made available

An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are The Wailes Student Center, the Bistro, Prothro Commons, outdoor Dells, the Boathouse, and other areas as approved by the Coordinator of Co-Curricular Life. Private Events are events at the Boathouse, Wailes Student Center, E.B. Room, or other College locations that have been scheduled by the Director of College Events in Public Relations.

Regulations Governing Open Events/College-Controlled Public Spaces:

- Any approved student organization (e.g. SAB, SPC, a class, club, etc.) or the Division of Co-Curricular Life or other college office may sponsor open events in College controlled public spaces.
- A "green sheet" for open events must be obtained from the Director of College Events in Public Relations 14 working days prior to the scheduled event.
- If alcohol is to be served or made available, it must be served and consumed in a designated area. If the event is located at Prothro, the Wailes Student Center, the dell, the Bistro, the Boathouse or the E.B. Room, decisions regarding distribution and consumption of alcohol will be made on an event-by-event basis by the Coordinator of Co-Curricular Life or the Director of Residence Life & Housing.

Regulations Governing Private Events/Social Events:

The following is a list of **residence hall public areas which can be utilized by SBC students 24 hours per day/7 days per week for impromptu gatherings without alcohol**. These areas may also be utilized by students and their male guests during visitation hours. At all times students must respect the rights of other students and the residents of a particular residence hall.

- Manson - Kitchen/Lounge - 1st Floor
- Carson - Kitchen/Lounge - Mezzanine
- Randolph - Kitchen/Lounge - Ground Floor
- Grammer - Kitchen/Lounge - Ground Floor
- Reid - "Sports" Lounge (Macke Room) - Ground Floor
- Dew - Kitchen/Lounge (E.B. Room) - Ground Floor
- Meta Glass - Kitchen/Lounge - Ground Floor (Coffee House)

The following is a list of **public areas which can be utilized by SBC students for scheduled events without alcohol**.

- Boathouse

Wailes Student Center (upstairs):

Lounge

Boxwood Room

Entire upstairs

E.B. Room - Dew (ground floor)

Any approved student organization, college office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in college-controlled public spaces (i.e. Boathouse, Wailes Student Center, or the E.B. Room). Written approval for private gatherings/social events must be obtained from the Coordinator of Co-Curricular Life (for Wailes Center or Boathouse) or Director of Residence Life and Housing (for E.B. Room) one week prior to the scheduled event.

The following is a list of **public areas which can be utilized by SBC students for scheduled events with alcohol.**

Boathouse

Wailes Student Center (upstairs):

Lounge

Boxwood Room

Entire upstairs

E.B. Room - Dew (ground floor)

Any approved student organization, college office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in college-controlled public spaces (i.e. Boathouse, Wailes Student Center, or the E.B. Room). All private gatherings/social events must be scheduled through the Director of College Events in Public Relations one week prior to the scheduled event. When alcohol is to be served or made available, the events' sponsors must obtain permission from the Coordinator of Co-Curricular Life, at least one week in advance, and agree to a system to control access to the event and for verifying a lawful process for the service and consumption of alcohol (e.g. picture IDs at door, use of stamp or bracelet, a viable way of designating those of legal age to drink). Alcohol consumption in designated areas should not occur unless a Private Event Reservation Agreement Form has been filed. The size, nature, and location of the event will determine if a staff member (i.e. Co-Curricular Life or Campus Police) should be present. All events will be "spot checked" by professional staff. The consumption of any alcoholic beverage is not permitted in residence hall common areas, i.e. corridors, stairwells, and lounges. These regulations are subject to an on-going review.

DRUG POLICY

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101-226) require applicants for federally funded grants and contracts or

student loans to implement a “program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Sweet Briar College fully intends to be in compliance with this law. Therefore, this notice sets forth the College policy regarding student drug and alcohol use and the unlawful possession of controlled substances. College policy is as follows:

- Students are expected and required to reside in our community at all times in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.

- The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, and other controlled substances on College premises, at College activities, or while representing the College off college premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in a counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for violations shall fall within the provisions of Article VII of the Constitution of the Student Government Association. The conduct prohibited by this policy also is prohibited by federal, state, and local laws. Criminal and/or administrative penalties include suspension or loss of driver’s license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney’s office, Commonwealth Attorney’s office, or law enforcement officials.

- The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre, peri, and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.

- Immediate health care can be offered through the College Health Center (381-6140). If the situation warrants, a referral can be made for long-term care at an in or out-patient facility.

- The Counseling Center offers free and confidential counseling and referrals for students in dealing with substance abuse problems.

Students convicted of any criminal or administrative drug or alcohol offense shall report same to the Director of Residence Life & Housing within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.

- Students must abide by the terms of the above policy, as a standard for

- participation and completion of a program of study at Sweet Briar College.
- The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced.
 - Federal, state and local law enforcement officials, including campus police, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.
 - Due to the seriousness of the issue, this Policy is subject to change at any time, as the Administration may deem necessary for the protection of person or property.

QUIET HOURS/COURTESY HOURS

At all times courtesy hours are in effect and any time students are in a residence area they must respect the rights and privacy of other students. Quiet hours are times when students are expected to keep sound and activity within the confines of their rooms.

Volume control on items such as radios, stereos, TV's must be kept at a reasonable level. Excessive noise cannot be permitted. Common courtesy and reasonable discretion are required. During Final Exams, quiet hours are in effect 24 hours per day in all Residence Areas. Quiet hours/courtesy hours are established in order to provide students with the opportunity for uninterrupted sleep and study. Residents in each residence hall will be given the opportunity to vote to establish quiet hours in their residence area. Residents may revote at any time thereafter should the hours need to be altered. All residents of a particular unit will be expected to uphold and enforce any majority-voted quiet hours.

Failure to follow these guidelines will result in referral to the Social Violations Hearing Board. Violation of Quiet Hours may be considered a community disturbance. Students involved in community disturbances may have their residency revoked or reassigned.

SMOKING POLICY

Smoking is not permitted in any College residence facility other than in a student's own room when the door is closed. Smoking is prohibited in any public area in the Residence Areas including elevators, bathrooms, lobby, hallways, etc. Residents in a particular hall may vote (by simple majority) for a certain area in their residence hall to be designated a smoking area. Residents are expected to post informational signs indicating whether a lounge space is designated for smoking or non smoking.

Residents are expected to use caution when lighting, smoking and extinguishing cigarettes or other smoking materials. Students are liable for any injury to others and/or damage to property resulting from negligence.

Secondary smoke has been determined harmful to health, therefore

smoking is prohibited in public areas of all academic and administrative buildings, including laboratories, classrooms, seminar rooms, lounges and adjacent hallways and stairwells. Smoking is also prohibited in the gymnasium, Pannell Center, library and the Babcock Fine Arts Center. Smoking is permitted in the offices of members of the faculty and staff while such members are present.

SOLICITATION

To protect the privacy of residents, solicitation, fundraising, sales, business enterprising, etc. is prohibited without prior authorization of the Office of Residence Life & Housing.

TRASH POLICY

Residents must clean their rooms regularly, remove waste material, and maintain reasonable sanitation and safety standards. Students may not place personal trash in lounges, hallways, stairwells, closets, bathrooms or kitchens; residents must dispose of personal trash in the proper receptacles. Nothing may be thrown from windows. Any trash belonging to a resident that is not disposed of in the correct receptacles, will be in violation of the policy. If the responsible individual(s) is not identified, cleaning fees will be prorated to the community.

VISITATION/GUEST POLICY

While visitation within the residence areas is a privilege and is encouraged, reasonable discretion and good judgment must be used. Care needs to be taken so as not to conflict with the rights and privacy of other students who are entitled to the use of the residence area facilities in a manner consistent with the design of the facility. Each resident is allowed a maximum of two non-student guests per resident present in the room.

Female visitors may be a guest in the residence areas at any time with the agreement of roommates. For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life & Housing. Male visitors may be the guest of a Sweet briar student in her residence hall room with the agreement of roommates and in accordance with the following regulations:

For Upperclasswomen

Option A: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday noon-midnight.

Option B: male visitation Monday-Thursday, noon-1 am; Friday noon-Monday 1 am.

Option C: male visitation permitted at any time with the agreement of the roommate(s). For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life & Housing.

For first-year students

Option 1: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday noon-midnight.

Option 2: male visitation Monday-Thursday, noon-midnight; Friday, noon-3 am; Saturday, 10 am-3 am; Sunday, 10 am-midnight.

Option 3: male visitation Monday-Thursday, noon-1 am; Friday noon-Monday 1 am.

During its hours of operation, check-point will require all visitors to record their name and car upon entrance to the campus.

It is the responsibility of each student to abide by, know and support these hours. It is a student's responsibility to accompany her male guest at all times when he is in the residence hall or entering/leaving the hall. Students must provide their roommate(s) with 24 hour advance notice when having/expecting an overnight guest, and receive the roommate(s) full consent. Should this consent not be available, the student should utilize other alternatives, i.e. the Guest House. Male guests are required to remain in the room of their host from 3:00 am-9:00 am when staying overnight unless in case of an emergency and only then when escorted by their host. Male guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities. Once defined these policies must be posted. Failure to cooperate with the policy in any manner may result in restriction of visitation privileges and/or further disciplinary action.

The host resident is responsible for her guests' conduct at all times. All guests are expected to abide by all College policies and guidelines, as well as state, local and federal laws. The host resident can be held responsible for any violation committed by her guest as if the student committed the violation personally. The host resident will be held responsible for damage to College facilities/property due to damage committed by herself and/or her guest. Any guest's failure to assume responsibility for his actions may be subject to administrative consequences by the College and/or prosecution in a court of law. Inappropriate actions on the part of a guest and/or failure to comply with this policy will result in the guest being asked to leave the campus.

Male Family Visitor: A student may take a male relative to her room any day from 6:00 am to closing, but she is expected to prepare other residents on the hall, and she must accompany her guest while he is in the residence hall.

Restricting Visitation: Every residence hall has the right to close the hall to males on any particular night. A one-third vote during exams and a one-half vote at other times, taken by secret ballot, of those present and voting at a hall meeting at which there is a quorum of two-thirds, is required to close the residence hall for one night or succession of nights.

Overnight away from room: In a close-knit community, such as Sweet Briar, community members grow to know and care for one another. It is easy to become concerned when a community member is unable to be located. For this reason if a resident is staying overnight in any place other than her own room, she is encouraged to leave information, with a friend, roommate or RA, concerning her whereabouts or the name of a contact person who would know her location.

Review of Policy: The provisions stated above are subject to a mandatory review annually by College Council (or similar community forum) no later than its April meeting.

INTERIM SANCTIONS

In certain circumstances, the Dean of Academic Advising and Co-Curricular Life (or his/her designee) may impose a residence area suspension pending an assessment and/or a hearing before a committee, board, or deciding body. Interim suspension may be imposed only:

- a) to ensure the safety and well-being of members of the College community or preservation of College property;
- b) to ensure the student's own physical or emotional safety and well-being;
- c) if the student poses a definite threat of disruption or interference with the normal operations of the College.

During interim suspension, students shall be denied access to the residence area and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Academic Advising and Co-Curricular Life (or his/her designee) may determine to be appropriate.

In certain circumstances, the Director of Residence Life & Housing (or his/her designee) may impose a mandated room reassignment or other restrictions prior to a hearing before a judicial body.

Whenever interim sanctions are imposed, a hearing shall be convened at the earliest possible time. The interim sanction(s) may remain in effect until a final decision has been reached, including any appropriate appeals process.

STATEMENT OF STUDENTS' RIGHTS & PRIVILEGES

All members of the Sweet Briar community have certain rights which include:

- The right to an education including the reasonable and legal use of those services and facilities intended for students' education and development.
- The right to study and learn in a comfortable environment without fear, without humiliation, without destruction of self-esteem.
- The right to organize one's personal life and behavior and to pursue

individual activities, including freedom of movement, except when these interfere with the rights of others or violate established College, local, state and federal policies.

- The right to freedom from personal force, violence, threats of personal abuse, and sexual harassment either as individuals or groups within the Sweet Briar community.
- The right to be protected from unauthorized search or seizure.
- The right to privacy of personal information in accordance with State and Federal Laws.
- The right to carry on individual or organized activity which expresses grievances held against, or changes desired in, society or the College or both. This activity is carried on within the limits of the democratic process of freedom of speech, assembly and petition.
- The right to due process.
- The right to access the College's judicial system. Any member of the College community can utilize the College's judicial system to resolve a matter which violates College policy.
- The right to challenge College policy with petition for resolution of complaints, amendment of College regulations and modification of College policy.
- The opportunity to receive a statement of College rules and regulations.
- The right to advisement or an advisor if the student requests such assistance. Advisement or the advisor must come from the College community.

STATEMENT OF STUDENTS' RESPONSIBILITIES

Students at Sweet Briar as individuals and in groups have certain responsibilities which include:

- The responsibility to observe all duly established College, local, state and federal laws. Membership in the Sweet Briar community does not mean privileged or immune status from the local, state and federal laws and regulations. However, because a student is or has been involved in criminal proceedings is not necessarily sufficient cause for a College judicial hearing.
- The responsibility to refrain from actions which deny other members of the community their rights as described.
- The responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, personal abuse of another person.
- The responsibility to preserve the right of privacy of other individuals and groups, and to respect the right of property of individuals, groups, the neighboring community, and the College itself.
- The responsibility to respect the confidentiality of personal information about members of the Sweet Briar community.

Section 3 College Services

SWEET BRIAR COLLEGE HEALTH AND COUNSELING SERVICES

The Harley Student Health Center is dedicated to assisting each student in assuming responsibility for her own health and well-being.

The professional staff includes a full time Director-OB/GYN Nurse Practitioner, a full time R.N., two part time physician and a full time medical secretary. A professional staff member is always available during normal working hours. Medical emergencies occurring outside normal hours are handled by the Residence Life Staff and Campus Police. The Amherst County Rescue Squad may be called in emergencies, and provides immediate transportation to the Emergency Room of Lynchburg General Hospital. Consultants in all medical specialties are available in Lynchburg, 14 miles from the College.

Medical Services are provided by the professional staff during normal working hours. Physician's hours are posted.

Full gynecologic services are available by appointment.

Laboratory studies and medications are charged to the student.

The physician or nurse practitioner will prescribe medications needed by a student. The prescriptions will be delivered daily at a specified time to the Information Center by a local pharmacy and charges will be made by the pharmacy. Only the person for whom the drug is prescribed will be permitted to pick up the medicine. Written prescriptions are also available.

The nurse practitioner shares with the department of Physical Education responsibility for the College's program of health education. There is an accredited course in health education open to all four classes under the department of Physical Education. In addition, the Health Center, Department of Physical Education and Office of Co-Curricular Life jointly undertake to provide information on the problems affecting the physical and mental health of the community. Informational materials in the form of books and pamphlets on sex, drugs, and other matters of health are available in the Health Center, the Library and the Office of Co-Curricular Life.

Since the Health Service has the responsibility for the medical care of the students, it is urged that all referrals to consulting specialists be arranged through the Health Center. The Health Service assumes no responsibility when students choose to consult outside physicians independently of the Health

Center.

In cases of extreme emergencies, the nurse on duty may leave the Health Center and go to the site of the emergency on campus to administer first aid and make an evaluation. A member of the college staff will cover the Health Center during that time.

All interactions between the Health Service and Counseling Service personnel and students are **STRICTLY CONFIDENTIAL** in accordance with medical ethics and Virginia law. The only exceptions would be if the student gives her **WRITTEN CONSENT** for release of medical records, or in a life-threatening emergency situation.

The Counseling Center, located on the 3rd floor of the Harley Student Health Center, offers assistance to students with personal, family, social, and educational concerns. This assistance is available to all Sweet Briar College students free of charge. Appointments are made by calling the Health Center. A separate waiting room is provided for privacy. All appointments are strictly confidential.

RELIGIOUS LIFE AND SERVICES

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to education.

From its beginning Sweet Briar College has emphasized cooperation among people of faith. The varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The Sweet Briar Memorial Chapel provides an invitation to worship to all who enter. Completed in 1966, the Chapel was dedicated on April 23, 1967. Its copper-roofed spire rises 125 feet above the surrounding landscape and stands as a focal point of the residential quadrangle at the east end of the campus.

Among the opportunities for public worship in the Chapel are:

Morning Prayer—Monday, Tuesday, Thursday, Friday

Holy Communion—Wednesday

Roman Catholic Mass —Monday evening

College Vespers—Sunday evening

The Chaplain presides at the Vesper Service and during the year members of the community are invited to participate. A representative group of students, faculty, and staff work with the Chaplain to support religious life on the campus and to plan service projects and programs that encourage religious and

moral reflection. The College Chaplain is available for pastoral work with individuals and groups.

The College Chaplain's office is located on the lower level of the Chapel.

CAMPUS POLICE

Sweet Briar College has 24 hours a day police protection provided 365 days a year by the Department of Campus Police. In addition, the Department includes Operators, who maintain a 24 hours a day, 365 days a year Information Center, which provides a switchboard for campus communications, coordinates by radio and telephone with the Police Officers on duty and monitors all building alarms, among other duties. Each Police Officer in this department is a sworn "Special Policeman" under Section 15.1-144 of the Code of Virginia, and has arrest power on campus and the adjacent areas within Amherst County. In addition, each Police Officer is a uniformed officer, who has the authority to execute search warrants and seize evidence and contraband, such as illegal drugs and weapons. Any person who needs the assistance of a Campus Police Officer and any person who wishes to make a report to the Campus Police should dial 381-6144. The Campus Police Officers on duty make periodic patrols of the campus on foot and by marked police vehicle, and are in constant radio contact with the Information Center. The Campus Police Office is located in the Wailes Student Center. The Assistant to the Chief issues vehicle parking decals, I.D. cards; bicycle decals and visitors' parking hang tags. This office also processes all violation notices and appeals of violations. It provides photos for Junior Year in France and other international exchange programs, but does not provide passport photos.

A. PERSONAL SAFETY GUIDANCE FOR ALL STUDENTS:

1. Be certain residence hall doors are closed and locked when entering and leaving after closing hours. Do not prop doors open at any time of the day and do not leave rooms unlocked at any time.
2. **Do NOT** walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in any semi-lit place. Stay on walks and established paths and avoid walking near shrubbery.
3. Avoid driving at night alone.
4. Check around, under and in your automobile when approaching it to make sure no one is concealed near it. Make sure you keep the doors locked once

you are inside your car, and as soon as you exit your car to leave it for any period of time.

5. Do not hitchhike or pick up hitchhikers, even if you recognize someone in the car or alongside the road.
6. Always accompany your guest, so that unidentified persons will be wandering around the campus.
7. Report all strangers or suspicious activities to a Campus Police Officer or the Information Center by telephone or in person immediately.
8. Report in a timely manner to the Resident Assistant, Resident Coordinator, Campus Police or Information Center any personal concern for the safety or well-being of an absent friend or roommate or anyone who is sick or injured on campus.
9. Lock the door to your room.

B. Campus Limits

Campus limits are defined as: the College entrance gate on Route 29, the College boundary on Elijah Road, the lake, the road to the Monument above the dairy as far as the Monument, the Riding Center, and the Outing Cabin via direct route.

C. Lost and Found

Lost and found service is under the supervision of the Campus Police. Lost articles should be reported to the Campus Police or your Resident Assistant within 24 hours of the discovery of loss. Lost articles, which are not claimed before the end of the school year will be disposed of by Sweet Briar College. There are a number of "temporary" lost and found depositories on campus in the Riding Center, the Library, the Gym, and Prothro Commons. Check with employees in the building where you last possessed the lost article before you contact the Campus Police Office, which maintains a permanent lost and found depository. As a last resort file a formal report of theft or loss with the Campus Police.

VEHICLES

Students and guests bring vehicles to Sweet Briar College at their own personal risk. Sweet Briar College cannot be responsible for lost, stolen or damaged vehicles brought to campus or left here.

A. Bicycles

1. Regulations

- a. All bicycles must be registered with the Campus Police within one week of arrival on campus. Free bicycle stickers are available from the Campus Police Officer on duty or at the Campus Police Office (between 7 a.m. and 3:30 p.m., Monday through Friday). Cards (3x5) are kept on file in the Campus Police Office to assist in return of lost bicycles.

- b. All bicycles must be equipped with red reflectors or red reflecting tape.
- c. Any bicycle operated at night must be equipped with a headlight.
- d. Parking

- i. At no time should a bicycle be parked on any part of the campus roads or walkways, nor on the arcades, nor in the public areas of the residence halls.
- ii. Students will be expected to park their bicycles in racks provided for that purpose by the College at all times when not in use or in summer storage.

- 2. Each student with a bicycle should keep it locked in the rack provided when not in use or in summer storage and should tag it with the owner's name, address and telephone number.

3. Storage

- a. It is the responsibility of the student to store her bicycle according to regulations that will be posted at the closing of school.
- b. Bicycles not claimed within one year after the student owner has graduated or withdrawn from the College will be sold or otherwise disposed of by Sweet Briar College.

B. Airport and Shopping Mall Transportation

Contact the Information Center for modes of transportation.

C. Automobiles

- 1. Any student may keep a vehicle on campus or in the Amherst-Lynchburg area.
- 2. Students with vehicles on the campus of Sweet Briar College should understand that storing, parking and operation of a vehicle on the campus is a privilege, not a right. That privilege may be revoked at any time. Student vehicles are subject to the following regulations:
 - a. Registration of the vehicle with the Campus Police within 24 hours of arrival of the vehicle on campus. Vehicles in violation will be subject to ticketing and/or towing. The following information is required for registration: Name of student operator, year of class (e.g. 1999), state of registration (e.g. VA), vehicle license number (e.g. SBC-1999), make (e.g. Ford), model (e.g. Mustang) and year (e.g. 1996) of the vehicle, color and number of doors (e.g. 2 or 4) of the vehicle, Social Security number and signature of the student operator.
 - b. Payment of the \$30 vehicle registration (parking) fee for the school year. There is a fee of \$5 for registration for a period of more than 24 hours but less than 30 days. Checks for these fees should be made payable to Sweet Briar College.
 - c. Display of a parking decal on the left front bumper (driver's side) Failure to display the parking decal within 24 hours of the vehicle's arrival on campus may result in a \$10 fine.

3. Parking Regulations

All students must park in their assigned student parking areas at all times while their vehicles remain on campus. Due to the limited nature of parking on campus, it is necessary that you abide by this regulation.

The following offenses are subject to fines and towing on the first and subsequent offenses:

NO PARKING:

No parking on walkways, fire lanes, or lawn areas. Fines and subsequent towing will be enforced on first and subsequent offenses.

No student parking is allowed at any time in the Manson/Admissions Office parking lot. No parking in the Quad without special prior permission from the Chief of Campus Police. Fines and /or towing will be enforced on the first and subsequent offenses.

No parking in spaces reserved for the handicapped unless the vehicle displays a handicapped license tag or the driver has permission from Campus Police.

No parking on streets and other hard surface areas, which are not designated as parking areas.

No parking, except for food service employees, behind the brick wall at Meta Glass.

No parking at the Wailes Student Center or Laundromat, unless using the facilities.

****Fire lanes will be strictly enforced with fines and towing on first and subsequent offenses****

FACULTY AND STAFF PARKING AREAS:

Students may not park in these areas, except from 5 pm Friday to 5 pm Sunday.

20 MINUTE PARKING AREAS:

Must be observed by all vehicle operators, 24 hours a day, 7 days a week.

FLETCHER PARKING LOT:

Students may not park in this area, except from 5 p.m. until midnight, Monday through Thursday; weekends—5 p.m. Friday until midnight Sunday.

BABCOCK/GUION/GYM:

No parking along the street adjacent to Guion and facing Babcock and the Gym.

ASSIGNED PARKING LOTS:

Students will be assigned to a specific parking lot upon registration and each decal will specify the lot assigned. Lot assignment is based on residence hall assignment. All freshmen will be designated to park in Elijah parking lot, regardless of residence hall assignment. Lot as-

signment regulations will be enforced. Day students are assigned parking in front of the gym. If no space is available at the gym, then Day students may park in the Guion lot.

4. Enforcement of moving and parking vehicle regulations:

a. Fines

1st-4th parking tickets per school year= \$10

5th-10th parking tickets per school year= \$50

Reckless Driving= \$25 fine and possible suspension of driving privileges.

b. Towing

i. When it becomes necessary to tow a vehicle, the person to whom the car is registered on campus will be charged the towing fee, whether the towing is actually completed (once the towing company is called). If your vehicle has been towed, check with the Campus Police to determine the location of your vehicle and the fee to be paid to retrieve it.

ii. **THE COLLEGE WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM TOWING OF VEHICLES.**

5. Application of Regulations:

a. The operator of a motor vehicle on the Sweet Briar College campus is responsible for any moving violations by the vehicle being operated.

b. The person to whom the vehicle is registered on campus will be responsible for all parking violations by a registered vehicle, regardless of who parked the vehicle.

c. The person operating an unregistered vehicle (whether student, faculty, staff member, or guest) will be responsible for all parking violations for such vehicle.

d. Student Guests: Students are responsible for informing their guests where they are allowed to park. College parking regulations will apply to guest's vehicles. Guests may park in the lot assigned to their student sponsor/hostess; the Laundromat lot, other than in College car pool spaces; Faculty and Staff areas from 5 p.m. Friday until 5 p.m. Sunday; and in 20 minute parking spaces for the allotted 20 minutes.

6. Procedure for Fines and Appeals:

a. Fines: All fines are to be paid at the Cashier's window in the Fletcher Administration Building within ten days of the offense. Fines will be placed in your Accounts Receivable bill (Bistro bill), unless other arrangements are made.

b. Appeals: All persons receiving a violation notice have a right to appeal within five (5) days of the violation. You may obtain an appeal form at the Campus Police Office or the Information Center, both of which are located in the Wailes Student Center above the

Post Office. Complete the appeal form; attach it to your original violation notice (from your windshield); and return both the violation notice and the appeal form to the Campus Police Office within five days of the violation. If the Campus Police Office is not open, leave your appeal with the Operator at the Information Center. You will be notified by memo of the decision on your appeal, or you may call or come by the Campus Police Office between the hours of 7 a.m. and 3:30 p.m., Monday through Friday, to check on the status of your appeal.

7. Procedure for Vehicle Accidents:

- a. Any vehicle accident on campus must be reported immediately to the Campus Police.
- b. For vehicle accidents, which involve personal injuries, call the Campus Police via 381-6111 (emergency line). If there is no answer, call 381-6144 (Campus Police Office) or 381-6100 (from any 6xxx extension) to contact the Information Center Operator.
- c. For vehicle accidents, which do not involve personal injuries, call the Campus Police Office at 381-6144 or call the Information Center Operator at 381-6100 (or dial 0 from any 6xxx extension).

FOOD SERVICES

The Staff of the Food Service Department has served the College for many years and takes pride and pleasure in its contribution to the quality of campus life. Our statement of purpose is: *... to consistently provide exceptional quality and wholesome food and beverages to students and their guests, in facilities that meet the highest standards of sanitation, served by a staff that is pleasant and cooperative, and to operate within the financial limits established by the College.*

A. Prothro Commons

This is the campus dining facility, one of the loveliest dining rooms on any college campus. Students, faculty, staff and guests gather daily in this congenial atmosphere. To assist us in maintaining a consistent and quality food service program, we ask for the cooperation and support of all students in abiding by the following policies:

1. Use of Dining Hall

The Dining Hall is open for meals during listed hours, and is not available between meals, or after hours when the college is closed, unless a request for a special event has been approved through the Director's office.

2. Programs

In an effort to keep the atmosphere during meals congenial and compatible

with pleasant dining, we restrict activities during meals to general announcements and student sponsored events that have been approved by the Director.

3. Visitors

Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the hostess desk in the lobby.

4. Alcoholic Beverages

In compliance with Virginia A.B.C. Regulations, no alcoholic beverages are permitted in the dining hall.

5. Attire

Students are expected to dress appropriately for meals, in consideration of other students and guests. Shoes must be worn. Sleepwear and bathing attire are not acceptable.

6. Off-Premises Meals

Food Service does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for very special occasions, and Health Center meals.

7. Bag Lunches

Bag lunches are provided for field trips, student teaching and athletic activities off campus. They must be requested by the faculty or staff member in charge, at least 48 hours prior to the event. Arrangements can be made with the Dining Hall Manager.

8. Health Center Meals

The dining hall sends meals to the Health Center only at their request. Meals are sent only for the attending Health Service Nurse and for students who are residing in the Health Center.

9. Take-out Food & Snacks

The Food Service program is designed only for meals consumed in the dining hall. We expect students to miss some meals and budget accordingly and therefore cannot allow food and beverages to be taken out for "snacks".

10. Removal of Equipment & Supplies

The china, glassware, silver and table appointments are purchased for use in the dining hall only. Replacement of these items is costly and is an inconvenience to other students when the supplies run out. Removing these items can be considered stealing and therefore is considered an honor offense.

B. The Bistro

Located on the ground floor of the Wailes Student Center, the Bistro offers a relaxing atmosphere for the Sweet Briar Community. The Bistro is a student restaurant offering light fare, beverages, groceries, and entertainment.

C. College Catering Services

The Food Service Department offers a catering service to all students, faculty and staff. Catering provides service, food and beverages for many college events that take place in nonfood service facilities. The Catering Manager can assist in the planning, cost estimates and coordination of services. The College does not allow "off-campus" food companies or caterers to provide service on campus.

D. Employment

The Catering Department employs many Sweet Briar students in its service. Students interested in this on-campus employment opportunity may contact the Catering Manager.

CAMPUS SERVICES

A. Book Shop

The Book Shop is located on campus (see map) and provides a readily accessible source for gifts, clothes, Sweet Briar insignia merchandise, Apple Macintosh computers, trade books, supplies and textbooks. Visit the Boxwood Café, which serves coffee, espresso, cappuccino—come for coffee, stay for conversation! All purchases, including textbooks, school and art supplies, may be charged to your SBC account. Statements will be rendered monthly, and are due within 30 days.

B. Post Office

The U.S. Post Office is located on the ground floor of the Wailes Student Center. The purchase of stamps and all other postal services are available here; two forms of I.D. are required for purchases paid by check. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term or may be paid in advance. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked to please use the students' box number to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the residence hall in the students' addresses.

C. Laundry & Dry Cleaning

A modern coin-operated laundry facility is available on campus for student use. Those students who desire a weekly linen service consisting of 2 sheets, 1 pillowcase, 3 bath towels, 2 hand towels, and 2 wash clothes or dry cleaning may obtain this service from a college approved contractor.

D. Information Center

The Information Center, located in the Wailes Student Center, has an Operator on duty 24 hours a day, 365 days a year to provide emergency assistance and routine information to students, staff and visitors as needed. The Information Center maintains a continuous radio link with the Campus

Police Officers on duty, in addition to monitoring all alarms and processing incoming and outgoing telephone calls. For more information, see under "Campus Police."

E. Intra-Campus Mail System

Located in the Information Center, the mailing system is for the use of all members of the Sweet Briar community (student, faculty, administration) and offers an alternative to the U.S. Post Office. Each student is assigned an open box at the beginning of the academic year. The faculty and administration are provided with a large, locked collection box adjacent to the student boxes, where students may leave mail to be delivered to faculty and staff by the campus mail delivery employees. It is the responsibility of the originator of a particular piece of mail to see that it is delivered to the appropriate box(es). All intra-campus mailing procedures come under the jurisdiction of the Office of Co-Curricular Life.

RECREATIONAL AND CAMPUS FACILITIES

Two facilities on campus available for student use during the academic year include the Boathouse and the Wailes Student Center. In general, a student wishing to reserve one of these facilities for a private party or event must have proper approval from the Director of College Events. The College limits the number of weeknight parties involving non-Sweet Briar students to four on two designated nights (Sunday through Thursday), to be held at the Wailes Student Center and the Boathouse. Please consult the sections below for the special reservation procedures for each facility.

A. Wailes Student Center

The Cornelia and Edward Thompson Wailes Student Center serves as location for student entertainment, programming, social events, and a center for community lectures and organizational meetings. The Bistro, located on the ground floor, provides full fountain service as well as sandwiches, hot dogs, pizza, and beer.

The Social Activities Board is one of the major programming organizations of Sweet Briar College. Their goal is to offer the entire student body unlimited entertainment opportunities within the Wailes Student Center. Members are dedicated to presenting a wide variety of activities: dances, movies, parties, comedy, to name a few. Hours are listed in the Directory of Hours.

The Wailes Student Center may be used for events sponsored by campus clubs and organizations. Students can reserve this facility through the Director of College Events. Requests should be made at least one week prior to the scheduled event.

B. Boathouse

When College is in session, students are given priority in the use of the Boathouse and can reserve this facility through the Director of College Events. Requests should be made at least one week prior to the scheduled event. A valid reservation includes the following:

1. A Reservation Agreement, which must be signed by the individual(s) responsible for the event.
2. A \$25 deposit. This amount will be returned if clean-up is adequate and no damage is sustained.
3. A \$50 rental fee, if the event is cosponsored by a fraternity or other non-Sweet Briar group
4. The person(s) reserving the Boathouse is responsible for the care of the building and property, and for the conduct and safety of all guests. She/they should remain at the party and be the last to leave.

Rules governing the use of the Boathouse include:

1. Doors are to be unlocked on both sides of the building.
2. The recommended outside limits are 75-100 people.
3. Care of furniture and property is expected.
4. The roadway to the Boathouse is to be an open thoroughfare.
5. The lower level is not to be used as a party area.
6. The Virginia State law and College regulations regarding the consumption of alcoholic beverages must be observed.

C. Swimming and Canoeing

1. Lake and swimming regulations:
 - a. All students who wish to utilize the lake must be able to swim. The College does not assume responsibility for students swimming in the lake since there is no lifeguard protection. Swimming in the lake is prohibited after dark.
 - b. Swimming in the pool is permitted only during swim classes or designated recreational swimming hours when a lifeguard is present.
 - c. Use of the pool during designated recreational swimming hours is restricted to members of the Sweet Briar community and their guests, who must be accompanied at all times.
 - d. The Director of Aquatics appoints each year a corps of students who are currently certified lifeguards. These students will be responsible for lifeguarding and enforcing safety regulations of the pool.
2. Canoeing
 - a. Canoes may be used by students who can swim and have passed the canoeing test. Guests may not use canoes unless approved by the SWEBOP Coordinator. Canoeing is not permitted after dark.
 - b. Procedure for the use of canoes:
 - i. Sign out the canoe house key at the Information Center.
 - ii. Lock the Canoe House while using the canoe

- iii. Passengers must meet the swimming requirement.
- iv. A personal flotation device must be worn by each person in the canoe.
- v. Store equipment after use.
- vi. Return key to the Information Center.

D. The Outing Cabin

The Outing Cabin is reserved for those students who enjoy outing activities. Any student wishing to use the cabin for day trips or overnight shall be accompanied by a Cabin Leader who is responsible for the welfare of the group and the care of the cabin. The use of the cabin is administered by the Outdoor Program Coordinator, located in the Chapel basement. To become a Cabin Leader, you must complete an orientation which will be offered several times each year by the SWEBOP Coordinator.

E. Guest House

1. Registration for the Guest House takes place at the Information Center by the guest in the company of the student who will be responsible for her guest. Reservations may be made at the Information Center by advance payment. The housing of a large group or a stay of a guest beyond 4 nights must be approved by the Director of Residence Life and Housing.
- 2 Accessories received:
 - a. The guest will receive from the Information Center one towel, two sheets, a blanket, and a pillow case for a specific bed assignment (number on nightstand by bed). If for some reason the linens are missing or not returned to the Information Center at the conclusion of the visit, the deposit is forfeited.
 - b. The guest will also receive a key to the Guest House front door entrance facing the traffic circle. At the conclusion of the visit this key is to be returned to the Information Center.
3. The charge for use of the Guest House is \$3 per night. A deposit of \$5 is also required for the key, pillow, blanket, linen, and towel. This is returned upon the conclusion of the visit when these items are turned in at the Information Center. Renewal nights are to be paid at the Information Center at the time of registration, or daily if length of stay is uncertain. Should a Guest House guest wish to cancel his reservation he must do so by 10 a.m. (the check-out hour) before the night he will not use the reservation, or else no refund will be made.
4. Regulations:
 - a. Visitation hours for women: those in effect for Visitation Option B in the residence halls will prevail at the Guest House.
 - b. No smoking in the guest house. Smoking is permitted in the vestibule.
 - c. **IN CASE OF FIRE, PLEASE EVACUATE AND CONTACT THE EMERGENCY LINE: 381-6100.**
 - d. When the housekeeper or janitor arrives to clean, all guests and hostesses are asked to leave the building until the cleaning is completed.

- e. Each student hostess and her guest will be responsible for damage to college property.
- f. Vehicles may not stop or park at any time in the traffic circle. Guests' vehicles must display a free visitor hang tag, which may be obtained from the Campus Police Office between the hours of 7 a.m. to 3:30 p.m., Monday through Friday, or from the duty Campus Police Officer or the Information Center Operator at other times. Guests' vehicles must be parked in the Guest House parking lot.
- g. Any group of male guests (more than 2) must receive permission from the Office of Residence Life and Housing.
- h. If a guest is not in satisfactory condition to drive home (intoxication, other) he will be allowed to stay at no cost with the approval of Campus Police or a Co-Curricular Life Staff member.

COMMUNICATIONS AND TRANSPORTATION

A. **SBC*Telecom** Services

SBC*Telecom provides the operations support for college's telecommunications systems. This includes installation and maintenance support of the data communications network.

Telephone service is provided in each residence dorm room. It is necessary to purchase an authorization code in order to place long distance calls at a discounted rate. Once an **SBC*Telecom** Account Contract has been signed, the authorization code can be used in any dorm room as well as any Public Phone on campus. **SBC*Telecom** Account Cards are subject to the following conditions:

1. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.
2. The cost for long -distance calls will be comparable to or less than the basic AT&T direct-dial rate.
3. Payments for services are due upon receipt of bill. Delinquent accounts are subject to the College policies as stated in the Student Handbook.
4. Fraudulent use of a Telecom Account Card will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of \$15 per call. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student's records, or charges may be brought through the College Judicial System as described in the Student Handbook.
5. Students are prohibited from accepting collect calls in residence hall rooms, any public phone, or billing calls to a dorm room or any number at Sweet Briar College. Any room accepting a collect call will be billed

\$10 plus the cost of the call. Any call billed to a dorm room number will be billed \$10 plus the cost of the call. The Telecommunications Department assumes no responsibility for determining which student actually accepted the call or billed the call to the dorm room number.

6. All regular payments should be made using the pre-addressed envelope provided. All other payments (partial payments, etc.) must be made in accordance with the terms specified in the Telecom contract. Irregular payments received by mail may not be credited on time and may result in a service charge.

Cable Television

Per SBC*Telecom: "It is a federal offense to receive a cable television signal for which you are not properly authorized by the owner of such cable. It is also an offense to allow another party to gain access to the cable TV signal from your outlet. **SBC*Telecom** contracts with an individual person for cable outlet(s) located in the room indicated on the Account Contract. Any unauthorized reception discovered by **SBC*Telecom** will be traced back to its source, and both outlets will be deemed in violation of federal law. Any subscriber who is suspected of unauthorized use of cable facilities will be subject to investigation through the Sweet Briar College Judicial System and may suffer permanent loss of cable TV service and a fine of up to \$250 per outlet in violation. **SBC*Telecom** reserves the right to inspect the integrity of its outlets."

Telegrams

Telegrams from Sweet Briar are sent through this territory's centralized office in Moorestown, New Jersey, over toll free line 1-800-325-6000. Telegrams may be charged to the student's private telephone or sent collect. Money sent by wire can be received at 3235 Odd Fellows Road in Lynchburg, Virginia (846-1653).

B. Shipping

When shipping trunks, baggage or packages to SBC they must be sent PREPAID and should be checked to Name, Dorm and Room #, Sweet Briar College, Sweet Briar, Virginia, c/o Central Receiving. Trunks, baggage, or packages being shipped from Sweet Briar College are usually sent with United Parcel Service or trucking companies. Special instructions concerning procedure will be provided by the Purchasing Department. Boxes, tape, and string may be purchased at the Book Store.

C. Trains

To provide service to the Sweet Briar Community, the Amtrak stops at the Lynchburg Station. Those who wish to check on schedules, make reservations, or order tickets, with the understanding that the ticket can be picked up at Lynchburg Station between 8:30 p.m. - 5:30 a.m. (7 days/week) should call the toll free Amtrak number 1-800-872-7245 for more information or contact a local travel agent.

D. Planes

Lynchburg is served by USAir (1-800-428-4322), United Express Com-muter (1-800-241-6522), and ASA (Delta Commuter-1-800-354-9822), airlines. Reservations should be made well in advance of one's desired de-parture and arrival times. Service is direct to and/or facilitated by flights to/from Atlanta, Baltimore, Charlotte, Dulles or Washington National airports.

E. Buses

Amherst, Sweet Briar, and Lynchburg are all serviced by Greyhound (846-6614) bus lines. Call direct for schedules and rates.

LIBRARY

A. Library Collections and Services

The Sweet Briar College Library has one of the finest collections in Virginia. It includes over 210,000 volumes and more than 1000 jour-nal and newspaper subscriptions. Most of these materials are housed in the Mary Helen Cochran Library which consists of five floors of bookstacks, and reading or study areas. Music materials are lo-cated in the Junius P. Fishburn Library in the Babcock Fine Arts Center; the mathematics and science materials are in the Fanny B. Fletcher Library in the Guion Science Center; and the art history and studio art materials are located in the Martin C. Shallenberger Library in the Anne Gary Pannell Center.

In addition, Sweet Briar has access to other library resources lo-cally and throughout the country. Lynchburg Information Online Network (LION) provides access to over 500,000 items held by Sweet Briar, Randolph-Macon Woman's College and the Lynchburg College libraries. Additional databases available through LION and the Internet. These provide access to over 200 million more items.

The Library faculty offer courses and workshops each year on library use and research skills. **Library Orientation and demon-strated proficiency in Basic Library Skills are required of all entering students.** Other classes focus on advanced research techniques in various disciplines and on computer database research-ing. The latter are especially helpful for students working on major research projects. Studies have shown that superior library skills enables students to perform better academically.

Some of the special facilities and collections worth noting are:

1. Reference Room

Here you will find the LION catalog terminals, several CD-ROM refer-

ence databases and over 2,000 reference books as well as computers for connecting to the Internet. Reference books are intended for looking up quick facts or for locating sources of information, so they must remain in this room for others to use. You can ask any librarian for assistance with reference materials or the catalogue.

2. Circulation Desk

This is where you check out and return library materials. Items “on Reserve” for courses and videos are shelved here and should be requested from the staff member on duty. Interlibrary loan materials and items “faxed” to you may be picked up at the Circulation Desk in the Cochran Library.

3. Book Stacks

Most of the library collection is shelved in the three lower levels of the Cochran Library. Books in “the stacks” are arranged by Library of Congress call numbers. (“Call numbers” are the letters and numbers printed on a label on the spine of the book.)

4. Journals and Newspapers

All current journals and newspapers in the Cochran Library are on the Main Level. Recent issues are on display shelves and are arranged alphabetically by title. Earlier issues of many journals and newspapers are kept in microform on the Main Level. Older volumes of a few journals are shelved on Lower Level 1. The library staff will be happy to assist you in finding journal articles and in using the microforms equipment. **Journals and newspapers may not be checked out and should be used only in the library.** Journals and microform in the subject areas of art, music, mathematics and the sciences are kept in the appropriate branch libraries.

5. Photocopying

Photocopy machines are located adjacent to the Circulation Desk in each library facility. Desk attendants will provide assistance and collect payment. Copies are ten cents per page. The copyright law (PL 94-553) governs the making of photocopies. Under certain conditions specified in the law, a copy may be made for “private study, scholarship or research,” but for no other purpose. **Students may not charge the cost of photocopies.**

B. Library Policies

1. The borrower is responsible for the prompt and safe return of all library materials checked out in her name. Any student who does not properly check out a book or return it promptly is in violation of the Honor Code.
2. The loan period for books is four weeks. To check out books, a student must present her college I.D. card. **Journals, newspapers, reference books, and books from Special Collections do not circulate.** Reserve books may circulate for three hours; many may be checked out over-

night. Videotapes, videodiscs, audiocassettes, records and compact discs circulate for 3-day periods. All library materials must be returned to the Library by the last day of exams in the Spring term.

3. **Overdue fines** accumulate at the rate of ten cents a day per book up to the replacement cost of the book. The fines begin to accumulate from the first day that the book is overdue. The first overdue notice is sent approximately one week after the book was due. Students have a ten-day "grace period" during which fines will not be collected. All accumulated fines will be collected after the ten-day grace period has expired, if the item has not been returned. A second notice is sent two weeks after the first notice. When an item is five weeks overdue, it is presumed lost, and the student's name and the replacement cost of the item will be sent to the Business Office. Students can then expect to receive a bill (on the "Bistro bill") for the replacement cost of the item, plus a twenty-five dollar processing fee for each library item lost. Fines are not charged over vacations or during January Term.

Fines for overdue Reserves are twenty-five cents per hour. Overnight reserves are due by 10 a.m. the following morning. Overdue fines on videos, audiocassettes and compact discs are \$1.00 per day.

- All library materials should be considered college property intended for general, not private, use. Many older books are now irreplaceable and need to be handled with care. Please report any damage to library materials at the Circulation Desk.
5. Smoking is prohibited in all College Libraries.

ART GALLERIES

The College Art Galleries are located in three buildings across campus: the Pannell Center, the Babcock Fine Arts Center, and Benedict Hall. The College's permanent art collection is exhibited on a rotating basis with traveling exhibitions at Pannell Center Gallery. This year, exhibitions will include, "The Classical World: Selections from Sweet Briar College Collection," and "Medieval Manuscripts from the Walters Art Gallery and the Harry Walton Collection." The Pannell Gallery hours are Monday - Thursday, 12 noon - 9:30 p.m., and Friday - Sunday, 12 noon - 5:00 p.m.

In the Babcock Fine Arts Center, exhibitions of work by contemporary artists and by Sweet Briar students is featured to support and enhance the work of the studio art department. At Benedict Hall, in the Lobby Gallery, exhibitions are presented which relate to the humanities and the larger Sweet Briar community. Babcock and Benedict are open 9:00 a.m. to 9:00 p.m.

Section 4 College Policies

Sexual Harassment Policy

Sexual harassment will not be tolerated at Sweet Briar College from any member of the Sweet Briar community. Behavior that constitutes sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, whenever:

1. Submission to such conduct is implicitly or explicitly a term or condition of employment or participation in an educational program; or
2. Submission or rejection is used as a basis for an academic or employment decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or participation, or of creating an intimidating, hostile, or offensive educational or work environment.

Any member of the Sweet Briar community who feels that he or she has been the subject of sexual harassment should report the incident to the following College officials:

Student complaint - Dean of Academic Affairs and Co-Curricular Life

Faculty complaint - Dean of the College

Staff complaint - Vice President for Business Affairs

The investigation and discipline of an individual alleged to have engaged in sex discrimination, in the form of sexual harassment or otherwise, will be in accordance with 1) the Faculty and Staff Handbook, 2) the Constitutional Bylaws of the Student Government Association, or 3) the Employee Benefits and Policies Manual, whichever is applicable.

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to

disciplinary action, including dismissal. A detailed description of the College's policy is available in any of the Administrative Offices described above.

Discrimination Policy

Unlawful discrimination in educational programs or in employment on the basis of race, religion, nationality, sex (*), age, or handicap by one member of the Sweet Briar Community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis. **THIS PROHIBITION AGAINST UNLAWFUL DISCRIMINATION SHALL NOT IN ANY WAY ALTER, AFFECT, OR NEGATE THE AT-WILL STATUS OF ANY EMPLOYEE.**

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination should promptly report the incident to the following college officials:

Student Complaint:	Dean of Academic Advising and Co-Curricular Life P.O. Box D Sweet Briar, VA 24595
Faculty Complaint:	Dean of the College P.O. Box H Sweet Briar, VA 24595
Staff Complaint:	Vice President for Business Affairs Sweet Briar, VA 24595

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

* Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's separate policy on that subject.

Involuntary Withdrawal Policy

Sweet Briar College may require a student to withdraw from the College under certain circumstances, for the protection of the student, the college, and/or other students. The details of these circumstances, and the standards and procedures regarding involuntary withdrawal are on file in the Office of the Dean of the College.

Communicable Disease Policy

Sweet Briar College recognizes the importance of education the prevention, control and management of communicable diseases. A detailed policy related to possible infected persons is on file in the Office of the President and the Office of the Dean.

Intercollegiate Athletic Physical Examination Policy

All entering students are required to have had a recent physical examination, with a copy of the report on file at the Health Center. After the initial exam, any students participating on a varsity or club team is required to have annual "follow-up" exams, which are on file at the Health Center. This exam must be on file before any coach is permitted to allow a student athlete to practice or play with the team.

Please see the college catalog and/or Faculty Rulings for the other policies pertaining to the Athletic Department.

Policy on Confidentiality of Educational Records

In compliance with the Family Educational Rights and Privacy Act (Buckley Amendment), Sweet Briar College's policy has outlined herein establishes certain prerequisites and limitations on the release of educational records and personal identification data. The Act was designed to protect the privacy of educational records and to provide guidelines for the correction of incorrect or misleading data.

1. Annual Notice. The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.
2. Public Access. Certain information is considered public, and the

College may release such information in its discretion. For example, unless a student files with the Registrar's Office written notification to withhold disclosure, the College will release announcements of academic honors and awards and will verify dates of attendance, current enrollment status, classification, major field of study, and degree earned or anticipated. In addition, directory information consisting of names, addresses, and campus telephone numbers will be released for internal use and published in the College directory.

3. Disclosure to Third Parties. Except as described in paragraph 2 and this paragraph, the College will not release personally identifiable information from educational records to third parties without the student's prior written consent. The College may disclose personally identifiable information from educational records:
 - a. to College officials, including faculty, with a legitimate interest;
 - b. to certain federal, state, and local officials;
 - c. to organizations conducting certain educational studies or accrediting functions; to parents who submit documentation that the student is claimed as a dependent for income tax purposes;
 - d. in connection with a student's application for or receipt of financial aid;
 - e. pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
 - f. in connection with a health or safety emergency necessary for the protection of the student or others; and
 - g. to organizations or individuals as authorized in writing by the student.
4. Student Access. A student may review her academic records by requesting this in person at the Office of the Registrar. The College will comply with a student's request to inspect and review other education records under this policy within a reasonable period of time, not to exceed 45 days from receipt of request.
5. Limitations and Restrictions on Disclosure and Access. The term "education records" as defined by law and as used herein does not include

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- a. records made and maintained by individual faculty or administrative personnel;
 - b. law enforcement records;
 - c. records that only contain information after an individual is no longer a student;
 - d. employment records; or
 - e. treatment records submitted directly to or maintained solely by the Student Health Center, except that a student may request records to be reviewed by a physician or other appropriate professionals. Student access to records that are not education records is strictly within the College's discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student has signed a written waiver) and financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges as established by the College from time and posted in the Registrar's Office.
6. Records of Disclosure. Except for access or disclosure under paragraphs 3(a), 3(d), 3(h), and 4 above, the College will maintain record of requests for access to and disclosure of personally identifiable information from education records.
7. Types and Locations of Education Records. The College maintains the following types of education records maintained at the locations indicated:
- | <u>Type of Record</u> | <u>Location</u> |
|-----------------------|--------------------|
| Academic Transcript | Registrar's Office |
| Academic Folders | Dean's Office |
8. Requests for Amendment of Records. A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student's rights. Such a request must be directed to the Registrar of the College for academic records or to the Dean of Academic Affairs and Co-Curricular Life for other educational records. Upon request, a student shall have the opportunity for a hearing to challenge the content of the education
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records on the grounds of information being inaccurate or misleading or in violation of the student's rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student's challenge. Students have a right to file with the U.S. Department of Education a complaint concerning non-compliance with the Act or regulations

Statement of Compliance

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to all employees therein and to admissions thereto save where excepted under subpart C86.15 (a). In addition, Sweet Briar College adheres to a policy of nondiscrimination on the basis of race, color, national or ethnic origin with respect to its educational program and activities, employees, financial aid awards and admissions.

Statement on Discipline

Any student accepting a place at Sweet Briar College should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to the individual, the community, or to the College itself. In any extreme or clearly dangerous situation the judgment of the President (or her/his designee) suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the appropriate committee, board or deciding body can be arranged. This procedure will be accomplished as quickly as possible. Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.

The College reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students.

POLICIES GOVERNING CLASS ATTENDANCE, DROPPING & WITHDRAWING FROM COURSES, AND FINAL EXAMS

While we all recognize that Sweet Briar is a place where individuals matter - it is also an academic community with standards and expectations. Adherence to our standards, policies, and guidelines is essential to protecting both the rights of individuals and to ensuring that all students are treated fairly and equitably.

(1) College Policy on Class Attendance, “Students are Expected to Attend ALL Classes. If a student fails to attend class and her absence is unexcused, it is **HER** responsibility to make up the work missed and to obtain any new assignments **WITHOUT THE ASSISTANCE OF THE PROFESSOR**.

Absences from Class

Excused absences

In order for a student to be “excused” for failure to attend class, the absence must be due to:

- (1) The student was admitted to the infirmary or hospitalized
- (2) The student had another emergency or significant problem that prevented her from attending class and notified the Office of the Dean who in turn will verify whether the absence is considered excused or unexcused.

Unexcused absences

If a student chooses not to attend a class or classes, the student must assume responsibility for that choice, and should not expect faculty members to provide extensions, “make-ups”, or other forms of accommodation.

(2) College Policies Governing Tests, Exams, Papers, and Other Course Requirements.

“If a student is absent from a term examination or test for reasons other than health, she will receive an F on the exam or test

unless she presents for such absence an explanation satisfactory to the instructor and the Dean.”

While individual faculty exercise authority over course requirements, students are reminded that faculty are under NO obligation to provide make-up exams and/or extensions on papers and other projects unless the explanation the student provides is consistent with College policies.

ACADEMIC HONORS AND ACADEMIC HONORARY ORGANIZATIONS

ACADEMIC HONORS

Dean's List

Qualifications: Sophomores, juniors, and seniors who have achieved a term credit ratio of not less than 3.500 at the end of a Fall or Spring Term, provided they have carried at least 12 hours of graded work and received no grade below C, may be named to the Dean's List. If a student receives a grade of unsatisfactory, as in Physical Education, that grade will count as a grade below C.

First Year Honors List

Qualifications: First Year Honors are awarded at the end of the Fall Term to first year students who have achieved a credit ratio of 3.300 provided they have carried at least 12 hours of graded work and received no grade below C. If a student receives a grade of unsatisfactory or NC (no credit), as in physical education, that grade will count as a grade below C.

Emilie Watts McVea Scholar

Qualifications: This award is conferred upon the highest ranking member of each class at the beginning of each school year. In order to be eligible for a McVea Scholarship, a student must have earned at least 24 hours at SBC by the end of the first year, or at least 56 hours at SBC by the end of the sophomore year, or at least 60 hours at SBC by the end of either the junior or senior year.

ACADEMIC HONORARY ORGANIZATIONS

Pi Gamma Mu

Qualifications: The purpose of the society is to encourage excellence in the social sciences, to inspire an intelligent approach to social problems, and to promote mutual understanding among people of differing opinions.

Tau Phi - This is an honorary society organized for the purpose of upholding the principle of liberal arts education.

Qualifications: Upperclassmen chosen in recognition of their scholarship, character, and aesthetic sensitivity, as well as their interest and participation in the intellectual growth of the College.

Alpha Lambda Delta - This is an honor society that recognizes academic excellence during a student's first year in college.

Qualifications: A student must have earned a grade point average of 3.5 or higher in either her first term or for the entire academic year.

Sigma Delta Pi - The purpose of the Society is to encourage excellence in the study of Spanish, and to encourage an increased awareness of and involvement in the study of the Spanish language and the cultures and literatures of Hispanic peoples.

Qualifications: New student members are selected annually based on their overall academic record and a demonstrated interest in the study of Spanish.

Psi Chi - The purpose of this society is to encourage, stimulate, and maintain excellence in scholarship and advancing the science of psychology.

Qualifications: Membership is open to SB students who have registered for major or minor standing in psychology, have completed eight semester hours in psychology, are ranked in the upper 35% of their class in general scholarship, and have earned an average grade of "B" in psychology courses.

UPPERCLASS AWARDS AND PRIZES

The Academy of American Poets This is awarded to the student submitting the best poem in the annual competition.

The Alumna Daughter Award This award is to honor an alumna daughter in either the junior or the senior class who has demonstrated at SBC the traditions of sound learning and social

responsibility which have characterized the alumnae of the College since its founding.

The Mary Kendrick Benedict Award This award is to honor an upperclass student of high academic standing and personal integrity who has shown a purpose for service in her college experience.

The Jean Besselièvre Boley Fund This fund encourages interest in creative writing. The fund provides a prize for the student submitting the best short story entered in the annual competition. It may also provide a grant-in-aid for a junior or senior with demonstrated ability in creative writing who requires financial assistance.

The Laura Buckham Book Award This award is presented to a **rising junior** who is a French major in recognition of excellence in French and should be used to purchase books relative to the major.

The Helen McClure Gager Award This award recognizes a member of the SB community - student, faculty, or other - who has done distinguished work in the field of chemistry.

The Kenmore Merit Scholarship The scholarship is awarded to a junior or senior who has maintained a 3.3 grade point average and who is selected by the faculty of the Government Program.

The Rebecca Tomlinson Lindblom Award (for excellence in Philosophy & Religion) The award is given to a student demonstrating excellence and achievement academically in Philosophy & Religion as well as applying these principles in daily living.

The Manson Memorial Alumnae Award This award is to give recognition each year to an upperclass student of high academic standing who shows qualities of leadership and makes a constructive contribution to student life.

The Rickards Scholar This award is given to one or more members of the rising sophomore class who best demonstrates potential for leadership, academic excellence, and community involvement.

The Shakespeare Prize This prize is awarded to the student who demonstrates excellence in one or both the upper-level Shakespeare courses.

The Mary Mackintosh Sherer Merit Scholar This award is given to a rising junior who is both a leader and a scholar and who performs her duties with dignity, fairness and devotion to Sweet Briar.

AWARDS CONFERRED AT GRADUATION

Cum Laude - The degree cum laude is a cumulative credit ratio of not less than 3.300.

Magna Cum Laude - The degree magna cum laude is a cumulative credit ratio of not less than 3.500.

Summa Cum Laude - The degree summa cum laude is a cumulative credit ratio of not less than 3.800.

Phi Beta Kappa - Those seniors in the top 35% of their class is eligible for election. Weight is given to recommendations from faculty and to the breadth of each candidate's program as shown by the number and of the variety of courses taken outside her major. Also important are the balance and proportion in a candidate's degree program as a whole. Finally, candidates must demonstrate a knowledge of mathematics and of a foreign language at least minimally appropriate for liberal education.

Alpha Lambda Delta Award This award is given to the graduating Alpha Lambda Delta member who has the highest cumulative average at the end of the first grading period of the senior year.

The American Institute of Chemists Award This award is given to an outstanding chemistry student on the basis of her demonstrated record of leadership, ability, character, and scholastic achievement.

The Martha von Briesen Prize in Photography

The prize is awarded to a graduating senior who has made out-

standing achievements in the field of photography as a fine art.

The Marcia Capron Award for Excellence in French This award is given at commencement to a senior for excellence in French.

Penelope Czarra Award The award is given to honor the senior who best exemplifies the combination of scholastic achievement, student leadership, and effective contributions to the improvement of the quality of student life at Sweet Briar.

Connie M. Guion Award The award is given to a member of the graduating class for her excellence as a human being and as a member of the College.

The Maxine Garner Prize in Religion This award is given to a senior chosen by the Department of Religion for outstanding achievement in the study of religion.

The James Lewis Howe Award in Chemistry This award is given to a senior for excellence in chemistry. This award is presented to the recipient in March at a meeting of the Blue Ridge Section of the American Chemical Society.

L'Alliance Francaise Prize This award is presented to a senior nominated by the Modern Languages and Literatures Department for excellence in French language and literature.

The Helen K. Mull Graduate Fellowship in Psychology This award is presented to the highest ranking psychology major in the graduating class for graduate study in psychology.

The Lawrence Nelson Award for Excellence in English This award is presented each year to a senior chosen by the Department of English for general excellence in English.

The Pauline Roberts Otis Award This prize is awarded each year to the senior student of highest academic distinction having been a member of the Junior Year in France program.

The Anne Gary Pannell Taylor Award in History This award is presented to a senior history major who has achieved the highest cumulative academic average.

The Anne Gary Pannell Taylor Graduate Fellowship in History

The fellowship, to encourage high standards of scholarship in history, is awarded annually to an outstanding senior history major who plans graduate study.

The Lucile Barrow Turner Award This award is given to a student or students majoring in music (or in drama) to provide scholarship assistance.

Walker Family Award The award is given to honor the senior with an above average academic standing (min. gpa 3.0), who best possesses the spirit of the Walker family; a cheerful, positive disposition, showing warmth, generosity, and humility in her relationships.

The Wall Street Journal Student Achievement Award for Excellence in Economics This award is presented annually to an outstanding economics major.

The Leigh Woolverton Prize for Excellence in the Visual Arts

The Jessica Steinbrenner Molloy Award This award honors the outstanding student in Theatre Arts, chosen by the faculty of the Theatre Arts department.

The Juliet Halliburton Burnett Davis Award This award recognizes a graduating senior with a major or minor in Environmental Studies for outstanding academic achievement in the program.

W. Edward Overly Award (for Spanish) This award is given to a senior who has demonstrated high scholarly achievement in Spanish.

Kathryn Haw Prize in Art History This award is given to a graduating Art History major who has demonstrated excellence by maintaining a GPA of at least 3.5 in her major.

Section 5 - General Information

CAMPUS OFFICES

A. Office of the Dean

The Dean of the College and the Dean of Academic Advising and Co-Curricular Life have offices on the first floor of Fletcher. The Office of the Dean of the College has responsibility for the following areas: academic counseling; admission with advanced standing; all summer work; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; independent study work; and internships. For hours when the office is open, see the Directory of Hours.

B. Office of the Registrar

The Office of the Registrar, located on the second floor of Fletcher, is the source of information and assistance on course offerings, course registrations, class schedules, registration changes, classroom assignments, academic records, grades and grade reports, grade point averages, requests for transcripts, declaration of majors, transfer credit, and graduation requirements.

C. Office of Co-Curricular Life

The Office of Co-Curricular Life, formerly the Office of Student Affairs, is located on the first floor of Gray Hall. This Division comprises many departments and services, including Residence Life & Housing, Co-Curricular Programs, Health and Counseling, Career Services, Clubs & Organizations, SGA, Judicial Affairs, Orientation, and Volunteer Services. The staff in this area are skilled in and available for personal counseling.

Residence Life & Housing

The Department of Residence Life & Housing, located on the third floor of Gray Hall, coordinates all aspects of residential living. In particular questions regarding housing assignments, roommate issues, residence area programming, and the Residence Life Staff, including Resident Assistants, should be directed to this office.

Co-Curricular Programs

The Office of Co-Curricular Programs is located on the third floor of Gray Hall. This office coordinates co-curricular life, Social Activities Board (SAB), and campus events and activities.

Outdoor Programs

The Coordinator of Outdoor Programs and SWEBOP is located in the basement of the Chapel. Students interested in outing activities, or

becoming a Cabin Leader, should seek out this staff member.

D. Career Services

Career Services welcomes all students. The comprehensive career planning program offered to students is designed to help woman identify and attain her professional goals. The staff presents workshops on various skills and pertinent topics on a regular basis. Representatives from graduate schools, including business and law schools, and recruiters from different businesses interview students on campus. In addition, a full range of placement services are available to students. The Career Library and the Career Services Homepage houses information on a broad spectrum of career areas, as well as graduate schools, internship and job announcements, and current job openings.

Students may elect to take an interest inventory and/or the Myers-Brigg Type Indicator to aid in self-assessment and career decisions

The Career Connection (alumnae network) provides contacts for possible internships, summer jobs, and permanent employment. Seniors and graduates may open a permanent credential file. The Director and staff are always available for personal conferences concerning career direction and preparation. Students are urged to participate in Career Services activities from the very beginning of their college years

E. Alumnae Association

The Boxwood Alumnae House, home of the Sweet Briar College Alumnae Association, is located on the Sweet Briar campus. Mrs. Scott A. Zingaro [Louise Swiecki '80] is the Director. The purpose of the Association is to foster and promote in individual alumnae and alumnae clubs an active interest in Sweet Briar College. This interest builds a lifelong network of friendship and mutual support. The Association works in a variety of ways: by acting as the liaison between the College and its alumnae; by publishing the Alumnae Magazine; and by continuous communication with alumnae either through their classes or area clubs. Alumnae give financial support to the College by working for and giving to the Alumnae Fund, and by supporting club scholarships. They work actively to encourage qualified students to apply to Sweet Briar for admission, and constantly attempt to uphold in their communities the image of Sweet Briar as a superior college for women. The Alumnae Association provides many outstanding speakers and programs for the College community. The office staff coordinates all alumnae programs and provides many special services, such as keeping up-to-date address files which include information on occupations, and offering alumnae college/travel opportunities, reunion weekends, etc. to alumnae.

College Officials



Elisabeth S. Muhlenfeld
President of the College



George Lenz
Dean of the College



Gail Payne
Interim Vice President & Treasurer



Cynthia Patterson
Dean of Academic Advising & Co-Curricular Life

DIRECTORY OF HOURS

A. Admissions Office	Monday-Friday:	8:30a.m.-5p.m.
	*Saturday:	8:30a.m.-12:30
	*(except during summer months)	
B. Bank	Monday-Friday:	8:45a.m.-12:15
	Friday:	2 p.m.-4 p.m.
C. Book Shop	Monday-Friday:	9 a.m.- 5 p.m.
	Saturday	10 a.m.-1 p.m.
D. Career Planning	Monday-Friday:	8:30a.m.-5p.m.
	Sunday-Thursday	7 p.m.-9 p.m.
	Saturday	10 a.m.-Noon
E. Office of the Dean	Monday-Friday:	8:30a.m.-5p.m.
F. Registrar	Monday-Friday:	8:30a.m.-5p.m.
G. Co-Curricular Life	Monday-Friday:	8:30a.m.-5p.m.
H. Health & Counseling	Monday-Friday:	8:30a.m.-5p.m.
	Counselor's hours:	Appointment
	Nurse Practitioner:	Appointment
I. Main Library	Monday-Friday:	8a.m.-12 a.m.
	Saturday:	9a.m.-12a.m.
	Sunday:	1p.m.-12a.m.
Art Library	Monday-Thursday	9a.m.-12a.m.
	Friday-Saturday	9 a.m.-5 p.m.
	Sunday	1p.m.-12a.m.
Music Library	Monday-Thursday	1 p.m.-11 p.m.
	Friday-Saturday	1 p.m.-5 p.m.
	Sunday	1 p.m.-11 p.m.
Science Library	Monday-Thursday	8:30am-12a.m.
	Friday	8:30a.m.-5p.m.
	Saturday	9 a.m.-5 p.m.
	Sunday	1 p.m.-12a.m.
Library is closed for all holidays. Library Hours will be extended before exams.		
J. Prothro Commons		
Breakfast	Monday-Friday:	7 a.m.-9:15 a.m.
	Saturday	8:30 a.m.-11 a.m.
Lunch	Monday-Friday:	11:30a.m.-1:30p.m.
	Saturday	11 a.m.-1:30 p.m.
Dinner	Sunday-Saturday:	5 p.m.-7 p.m.
Brunch	Sunday	9:30 a.m.-1:30 p.m.
The Commons is closed during all scheduled College vacations.		
K. Post Office	Monday-Friday:	8:15 a.m.-1 p.m.
		3 p.m.-4:45 p.m.

The Post Office is closed Saturdays, Sundays, and all legal holidays.

L. Wailes Student Center

	Monday-Sunday:	24 hours per day
Bistro:	Monday-Friday:	8:30 a.m.-midnight
	Saturday & Sunday:	3 p.m.-midnight

Bistro closed during all scheduled College vacations.

Campus Police Office (Routine Business)

	Monday-Friday:	7 am-3:30 pm
Information Center	24 hours/day all year	

M. Pannell Art Gallery	Tuesday-Thursday	7:30 p.m.-9:30 p.m.
	Saturday- Sunday	1 p.m.-4 p.m.

(different hours during the summer or vacation periods)

N. Pool

September 5- October 9, 1994

MWF

11:30 a.m.-1:15 p.m., 4-5 p.m., 7-8:30 p.m.

TTH

Noon-1 p.m., 7-8:30 p.m.

Sat., Sun.

1:30-3 p.m., 7:30-8:30 p.m.

Oct. 10- March 8, 1995

MWF

11:30 a.m.-1:15 p.m., 7-8:30 p.m.

TTH

Noon-1 p.m., 7-8:30 p.m.

Sat., Sun.

1:30-3 p.m., 7:30-8:30 p.m.

March 9-May 17, 1995

MWF

11:30 a.m.-1:15 p.m., 4-5 p.m., 7-8:30 p.m.

TTH

Noon-1 p.m., 7-8:30 p.m.

Sat., Sun.

1:30-3 p.m., 7:30-8:30 p.m.

PLEASE NOTE: Please use the rear entrance to the Daisy Williams Gymnasium after 5 p.m. on weekdays, and all day on weekends and holidays. Please do not use the front door for an exit.

O. Residence Life & Housing	Monday-Friday:	8:30 a.m.-5 p.m.
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GENERAL INFORMATION

Day Student Information

Meals: Day Students may purchase meals for cash at the College meal rate. Meals may be paid for at the hostess' desk in the lobby of Prothro Commons.

Vehicle Registration: vehicles belonging to Day Students and new or different vehicles belonging to students who have previously registered other vehicles are to be registered in the Campus Police Office, located in the Wailes Student Center. Vehicle registration is annual and free to Day Students.

Parking on campus: if the gym parking lot is full, utilize Guion parking lot. See "Vehicles" section for general parking and other vehicle regulations, which apply to Day Students.

Day Students' Room: In the Chapel basement is the Day Students Room. Keys may be obtained from the Office of Co-Curricular Life. A \$5 (refundable) deposit is required to obtain a key.

Campus Employment

Application for jobs must be made to, and cleared through, the Director of Financial Aid. Since all recipients of financial aid are normally expected to hold self-help jobs, they will be given preference in job placement.

Delinquent Accounts and Bad Checks

No student who is in arrears to any department or enterprise of the College will be permitted to receive a grade report, transcript or diploma. A fine of \$20 will be charged for any check returned for any reason. If more than one check is returned, the student will lose check cashing privileges for the remainder of the academic year.

Identification Cards

An ID card is issued to each student at the Campus Police Office. The ID is issued at the beginning of the College year. The student is on her honor not to tamper with, borrow, or lend her ID card. The ID card is required by the College for cashing of checks at the Business Office; for checking out books from the library; for charging items at the Book Shop; and may be requested by any Department of the College at any time. The issue of the original ID card each school year is covered by the check-in fee. Lost, stolen or mutilated ID cards may be replaced for a \$3 fee at the Campus Police Office which is open from 7 am to 3:30 pm each Monday through Friday.

Responsibility for Property

Although the College strives to protect the property of its students in the same manner as its own, it will not be responsible for the loss of any personal property of any student. Students are responsible for loss to College property not incurred during normal usage. There is no painting of any College property, except the freshwomen hitching post and the sophomore rock. There is no painting of individual or stage property in any area of the residence halls. Any violation of this policy will result in individuals or clubs responsible for the damage being assessed for paint removal or for redecoration of the area in question.

Public Conduct

Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good names and ideals of the College.

Married Students

If a student enrolled in Sweet Briar College plans to marry before graduation, she is requested to notify the Dean of Academic Advising and Co-Curricular Life of her marriage plans at least one month in advance of the marriage. Since student housing is not available for married couples on campus, the student and her partner are responsible for making off-campus housing arrangement.

Fundraising

Any fundraising projects, either on or off campus, should be cleared in advance with the Vice President of Development. The stipulations regarding publicity and fundraising are made to prevent conflicts with College-wide fundraising programs and to promote the best interests of the College community in this area.

Food, Merchandise, and Service Sales

Any group of students, organization, or individual from on or off campus wishing to sell food, refreshments, merchandise, or services on the campus must secure permission in advance from the Dean of Academic Advising and Co-Curricular Life and the Vice President for Business Affairs. Off campus stores, organizations, or individuals must confine their activities to the Wailes Student Center. There is a fee for the use of a room in this facility.

Scheduling Events/College Calendar

The College calendar is maintained in the Office of Public Relations and is under the supervision of the Director of College Events. Approval for all events, whether they are to be listed on the weekly calendar, is required, and approval must be given at least 24 hours in advance of the event. Appropriate reservation forms ("green sheet") must be completed through the Office of Public Relations. Requests for set up should be made to the Director of College Events. Requests for catering can be made after completion of the green sheet form and should be made at least two weeks in advance with the catering manager. Tentative reservations for a particular date, time and place of the event will be held by the Director of College Events for only 48 hours. All student sponsored events require the signature of the Coordinator of Co-Curricular Programs. The weekly College calendar is compiled and published each Thursday by the Office of Public Relations. All events listed on the calendar ("Week's View") must be approved by noon of the day before (Wednesday). Any unavoidable time changes or cancellations should be relayed to the Director of College Events immediately and, if possible, be made prior to the calendar deadline preceding the event.

Regulations Concerning the Use of College Property and Facilities

- Written permission for the use of College property, including rooms, equipment and campus areas, for other than its usual function, must be obtained in advance from the appropriate member(s) of the College administration.
- Requests from groups or individual(s) not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office at least three weeks in advance of the planned mailing date. Such requests must be accompanied by copies of all materials to be included in the mailing.
- Written approval of the contents must be obtained from appropriate members of the Administration and the Director of Public Relations before the mailing can be processed. If permission is granted to use the College's mailing facilities, the individual(s) or group concerned will pay in full for all services rendered and materials used. Letters or statements must be signed and envelopes must carry the name of an individual to whom a reply may be directed. College stationery and envelopes are not to be used.

Publicity Guidelines

On campus: Any reporter, photographer, filmmaker, videotaper, or distributor of questionnaires who is not a member of the Sweet Briar community must have the permission of the Office of Public Relations to work on campus.

The Office of Public Relations must be notified in advance if someone will be working on campus so that preparations can be made and approved to insure cooperation from the members of the community and to protect the College, students and others from unwanted publicity. Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on the campus.

Off Campus: Media relations and off campus publicity relating to Sweet Briar College, its students, faculty and programs are handled through the Office of Public Relations. This office issues news releases and hometown stories about students and is interested in learning about student activities and accomplishments. Every Sweet Briar student represents the College to the outside world, and what she says to reporters, editors or College guides, and others contributes to the image of Sweet Briar College. Therefore, with the exception of engagement and wedding announcements, any material a student wishes to submit to any of the media should be cleared with the Director of Public Relations. If a student is unexpectedly questioned off campus by a reporter, she may, if she wishes, identify herself as a Sweet Briar student but should make clear that she is speaking only for herself as an individual.

- The Office of Public Relations also is responsible for most College publications. Students, with their consent, are often interviewed and/or photographed and quoted in such publications.

- In case of an automobile accident, a student is advised not to give any information to any reporter or photographer. In the interest of the owner of the car and her/his insurance coverage, it is important that information be given only to police authorities, and that it should be factual. Students are advised not to sign any report of the accident or to assume liability, except at the directive of the police.

COLLEGE CALENDAR

Fall Term 1996

September	1	New students arrive.
	6	Returning students arrive on campus; Registration, 1-3 p.m.
October	9	Classes begin, Opening Convocation (4 p.m.)
	3	Founder's Day
	3-6	Alumnae Council
	9-10	Reading Days
	13-14	Admissions' Open House
Oct.-Nov.	17-18	Reading Days
	25-27	Families Weekend
	23-5	Advising
November	3-4	Admissions' Open House
	6	Registration for Winter Term
	11	Admissions' Open House - area schools
	11-14	Registration for Spring Term
	26	Thanksgiving recess begins 5:30 p.m.; residence halls close
December	1	Residence halls re-open, 1 p.m.
	2	Classes resume
December	13	Classes end, 2:30 p.m.
	14-15	Reading Days
	16-20	Examinations
	21	Residence halls close, 5:30 p.m.

Winter Term 1997

January	5	Residence halls open, 1 p.m.
	6	Winter Term begins
	31	Winter Term ends

Spring Term 1997

February	6	Spring Term begins, 8 a.m.
	22-23	Scholar's Open House
March	21	Spring vacation begins, 2:30 p.m.
	31	Classes resume, 8:30 a.m.
April	2-15	Advising
	6-7	Accepted Applicant's Weekend
	15-18	Registration for Fall Term
May	4-5	Junior Open House
	14	Classes end, 4:30 p.m.
	15	Reading Day
	16-17	Examinations
	18	Reading Day
	19-21	Examinations [Seniors must finish exams by 4:30 p.m. on May 19]
	24	Baccalaureate Service, 3:30 p.m.
	25	Commencement, 10 a.m.
	30-31	Alumnae Reunion



